

Resume Action Words

Your resume should be filled with action words that your highlight skills and accomplishments. Put facts and figures to your work. Show your prospective employers how you will make or save them more money; serve more people; and help the business run more smoothly. The following is a list of action verbs designed to help you describe what you offer the employer. Choose the words that best match your background and tell your story. Remember that, unless you are talking about your current position, verbs should consistently be in the past tense.

TIP: Be sure to check the job description to match what the hiring manager is looking for in the particular position. They are looking for key words found in the job announcements.

Communication/People Skills

Acted	Constructed	Enabled	Judged	Presented	Responded
Addressed	Conveyed	Enlisted	Launched	Produced	Revitalized
Advertised	Convinced	Explained	Lectured	Projected	Scheduled
Aided	Corresponded	Expressed	Led	Promoted	Screened
Arbitrated	Costumed	Facilitated	Listened	Proofread	Shaped
Arranged	Created	Fashioned	Manipulated	Proposed	Sold
Articulated	Critiqued	Formulated	Marketed	Publicized	Solicited
Assessed	Debated	Furnished	Mediated	Published	Specified
Authored	Defined	Helped	Merged	Read	Spoke
Briefed	Demonstrated	Identified	Moderated	Realized	Stimulated
Built	Designed	Incorporated	Modernized	Reasoned	Suggested
Clarified	Developed	Influenced	Motivated	Reconciled	Summarized
Collaborated	Directed	Initiated	Negotiated	Recruited	Synthesized
Communicated	Discussed	Interacted	Observed	Rectified	Taught
Composed	Dispatched	Interpreted	Participated	Referred	Trained
Condensed	Distinguished	Interviewed	Performed	Reinforced	Translated
Conducted	Drafted	Introduced	Persuaded	Remodeled	Traveled
Conferred	Edited	Invented	Planned	Reported	Wrote

Leadership & Management Skills

Accentuated	Delegated	Governed	Listened	Processed	Saved
Administered	Determined	Guided	Managed	Produced	Scheduled
Advanced	Developed	Handled	Mediated	Promoted	Secured
Advised	Diagnosed	Headed	Mentored	Quadrupled	Selected
Appointed	Directed	Hired	Merged	Recommended	Sponsored
Approved	Disseminated	Hosted	Moderated	Recovered	Streamlined
Assigned	Doubled	Implemented	Monitored	Recruited	Strengthened
Attained	Eliminated	Improved	Motivated	Redirected	Supervised
Authorized	Emphasized	Incorporated	Navigated	Referred	Taught
Chaired	Enforced	Increased	Negotiated	Refurbished	Terminated
Considered	Enhanced	Influenced	Organized	Reorganized	Trained
Consolidated	Ensured	Initiated	Originated	Replaced	Trimmed
Constrained	Established	Inspired	Overhauled	Represented	Tripled
Contracted	Evaluated	Installed	Oversaw	Responded	Troubleshoot
Controlled	Examined	Instituted	Performed	Restored	Validated
Converted	Expanded	Instructed	Pioneered	Restructured	
Counseled	Explained	Integrated	Predicted	Reviewed	
Cut	Fine-Tuned	Launched	Presided	Revitalized	
Decided	Generated	Lectured	Prioritized	Routed	

Detail & Office Skills

Accomplished	Classified	Dispensed	Hired	Ordered	Routed
Achieved	Coded	Distributed	Identified	Organized	Scheduled
Adhered	Collated	Diversified	Implemented	Packaged	Screened
Administered	Collected	Documented	Improved	Planned	Searched
Allocated	Compared	Drafted	Incorporated	Prepared	Secured
Applied	Compiled	Enacted	Inspected	Prescribed	Solved
Appropriated	Completed	Enforced	Installed	Processed	Standardized
Approved	Complied	Enlarged	Instituted	Provided	Started
Arranged	Configured	Evaluated	Judged	Purchased	Submitted
Assisted	Contributed	Examined	Justified	Recorded	Supplemented
Assured	Coordinated	Executed	Liaised	Registered	Supplied
Attained	Corrected	Facilitated	Logged	Repaired	Systematized
Awarded	Corresponded	Filed	Maintained	Reserved	Updated
Balanced	Cut	Followed through	Managed	Reshaped	Validated
Budgeted	Defined	Followed up	Met Deadlines	Resolved	Verified
Built	Determined	Formalized	Monitored	Responded	
Catalogued	Devised	Formulated	Obtained	Retained	
Charted	Dispatched	Generated	Operated	Reviewed	

Creative Skills

Abstracted	Demonstrated	Explored	Innovated	Perceived	Revitalized
Acted	Designed	Fashioned	Instituted	Performed	Rewrote
Adapted	Developed	Formulated	Integrated	Persuaded	Set
Began	Devised	Founded	Invented	Photographed	Shaped
Combined	Directed	Generated	Launched	Planned	Shared
Composed	Discriminated	Illustrated	Memorized	Projected	Solved
Conceptualized	Displayed	Imaged	Modeled	Promoted	Synthesized
Constructed	Drafted	Imagined	Modified	Proofread	Visualized
Costumed	Drew	Imported	Originated	Published	Wrote
Created	Edited	Incorporated	Painted	Redesigned	
Customized	Established	Initiated	Participated	Revised	

Sales & Persuasion Skills

Arbitrated	Identified	Launched	Ordered	Reduced	Sold
Catalogued	Implemented	Lectured	Performed	Reported	Solved
Centralized	Improved	Led	Planned	Repositioned	Stimulated
Consulted	Increased	Liaised	Processed	Researched	Summarized
Dissuaded	Influenced	Maintained	Produced	Resolved	Surveyed
Documented	Inspired	Manipulated	Promoted	Restored	Translated
Educated	Installed	Marketed	Proposed	Reviewed	
Established	Integrated	Mediated	Publicized	Routed	
Expedited	Interpreted	Moderated	Purchased	Saved	
Familiarized	Investigated	Negotiated	Realized	Served	
Generated	Judged	Obtained	Recruited	Set goals	

Manual Skills

Aided	Configured	Drilled	Identified	Operated	Restored
Assembled	Connected	Drove	Inspected	Organized	Retooled
Assisted	Constructed	Executed	Inventoried	Participated	Riveted
Balanced	Controlled	Fed	Lifted	Performed	Sawed
Bent	Created	Fixed	Maintained	Pulled	Set up
Bound	Designed	Followed	Measured	Punched	Shipped
Built	Detected	Handled	Monitored	Re-engineered	Tended
Completed	Developed	Helped	Moved	Repaired	Worked

Financial Skills

Adjusted	Corrected	Economized	Marketed	Researched	Systematized
Administered	Cut	Eliminated	Measured	Reshaped	Tested
Allocated	Decreased	Estimated	Merchandised	Retailed	Trimmed
Analyzed	Detailed	Exceeded	Netted	Returned	Tripled
Appraised	Determined	Extracted	Planned	Saved	Underwrote
Assessed	Developed	Financed	Programmed	Secured	Upgraded
Audited	Disbursed	Forecast	Projected	Shopped	Upsized
Balanced	Dispensed	Funded	Purchased	Sold	Vended
Bought	Distributed	Gained	Quadrupled	Solicited	Voided
Budgeted	Diversified	Generated	Qualified	Solved	Yielded
Calculated	Divulged	Increased	Reconciled	Sourced	
Computed	Doubled	Invested	Redistributed	Specified	
Conserved	Downgraded	Maintained	Reduced	Streamlined	
Consolidated	Downsized	Managed	Reported	Supplemented	

Technical Skills

Adapted	Conserved	Excelled	Interfaced	Processed	Restructured
Analyzed	Constructed	Expanded	Launched	Programmed	Revamped
Applied	Converted	Expedited	Lectured	Published	Solved
Assembled	Coordinated	Fabricated	Maintained	Rebuilt	Specialized
Automated	Debugged	Facilitated	Marketed	Reconstructed	Standardized
Broadened	Designed	Forecast	Mastered	Rectified	Streamlined
Built	Detected	Formed	Modified	Re-designed	Studied
Calculated	Determined	Fortified	Molded	Reduced	Supplemented
Charted	Developed	Generated	Networked	Re-engineered	Surveyed
Classified	Devised	Improved	Operated	Regulated	Systematized
Communicated	Drafted	Increased	Overhauled	Remodeled	Trained
Compiled	Edited	Inspected	Packaged	Repaired	Upgraded
Computed	Educated	Installed	Pioneered	Replaced	Utilized
Conceived	Eliminated	Instituted	Prepared	Researched	Wrote
Conducted	Engineered	Integrated	Printed	Restored	

Research & Analytical Skills

Administered	Compiled	Drafted	Grouped	Observed	Scanned
Amplified	Composed	Edited	Hypothesized	Obtained	Screened
Analyzed	Concentrated	Evaluated	Identified	Organized	Searched
Applied	Conducted	Examined	Indoctrinated	Perceived	Solved
Articulated	Constructed	Exhibited	Inspected	Pinpointed	Studied
Assessed	Consulted	Experimented	Integrated	Planned	Summarized
Audited	Critiqued	Explored	Interpreted	Prepared	Surveyed
Augmented	Decided	Extracted	Interviewed	Processed	Synthesized
Balanced	Detected	Extrapolated	Invented	Proofread	Systematized
Branded	Determined	Focused	Inventoried	Published	Tested
Calculated	Diagnosed	Forecast	Investigated	Quoted	Unearthed
Charted	Differentiated	Formulated	Linked	Recognized	Wrote
Collected	Discovered	Found	Located	Researched	
Compared	Documented	Generated	Measured	Reviewed	

Teaching Skills

Acquainted	Charted	Directed	Focused	Installed	Responded
Adapted	Clarified	Dispensed	Fomented	Instilled	Revolutionized
Adopted	Coached	Distributed	Formulated	Instituted	Schooled
Advised	Collaborated	Educated	Generated	Instructed	Shaped
Affected	Communicated	Effected	Grouped	Integrated	Simulated
Answered	Conducted	Empowered	Guided	Invented	Stimulated
Apprised	Configured	Enabled	Harmonized	Lectured	Summarized
Approved	Coordinated	Enacted	Implemented	Listened	Taught
Augmented	Counseled	Encouraged	Individualized	Motivated	Tested
Benchmarked	Delegated	Enlarged	Influenced	Originated	Trained
Briefed	Delivered	Evaluated	Informed	Persuaded	Translated
Built	Demonstrated	Expanded	Initiated	Presented	Transmitted
Certified	Designed	Explained	Innovated	Proposed	Tutored
Chaired	Developed	Facilitated	Inspired	Proved	Valued

Helping Skills

Adapted	Boosted	Educated	Listened	Rectified	Settled
Adjusted	Braced	Encouraged	Mentored	Redeemed	Stabilized
Advanced	Cared	Ensured	Ministered	Reeducated	Streamlined
Advised	Clarified	Expedited	Motivated	Referred	Supplied
Advocated	Coached	Facilitated	Negotiated	Referenced	Supported
Aided	Collaborated	Familiarized	Nourished	Reformed	Trained
Answered	Comforted	Fostered	Nursed	Rehabilitated	Translated
Arbitrated	Consoled	Furthered	Nurtured	Related	Treated
Arranged	Consulted	Guided	Obliged	Rendered	Tutored
Assessed	Contributed	Helped	Optimized	Repaired	Unified
Assisted	Cooperated	Instilled	Perceived	Represented	Used Teamwork
Attended	Counseled	Insured	Promoted	Resolved	Volunteered
Augmented	Demonstrated	Intervened	Provided	Safeguarded	
Backed	Diagnosed	Led	Reassured	Served	
Balanced	Directed	Liaised	Reclaimed	Serviced	

General Skills

Accomplished	Communicated	Facilitated	Invented	Performed	Retrieved
Achieved	Completed	Forecasted	Inventoried	Pioneered	Solved
Adapted	Composed	Founded	Launched	Prioritized	Spearheaded
Adhered	Conceptualized	Generated	Led	Promoted	Stimulated
Affected	Conserved	Governed	Motivated	Proposed	Streamlined
Allocated	Contributed	Guided	Navigated	Reconciled	Strengthened
Appraised	Coordinated	Illustrated	Negotiated	Rectified	Succeeded
Arbitrated	Demonstrated	Improved	Optimized	Reduced	Surpassed
Arranged	Dispensed	Increased	Ordered	Remodeled	Trained
Articulated	Evaluated	Influenced	Organized	Repaired	Transformed
Assured	Exceeded	Initiated	Originated	Reshaped	Upgraded
Augmented	Executed	Integrated	Overhauled	Resolved	Validated
Collected	Expanded	Interpreted	Oversaw	Restored	