



Action Words for your resume

When preparing your resume, choose powerful verbs (action words) that will grab your readers attention and help you get the job. When possible, accomplishments and outcomes are quantified by using numbers, percentages and dollar amounts as measures of success.

Example: Planned and implemented a recognition luncheon for 50 members of the faculty and staff to raise awareness around student success.

business/leadership

administered
appointed
assigned
authorized
consolidated
controlled
coordinated
delegated
directed
eliminated
enforced
gained
generated
influenced
instituted
launched
managed
mentored
negotiated
organized
originated
planned
prioritized
recommended
restored
supervised

accounting/data

adjusted
allocated
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
estimated
forecasted
measured
programmed
projected
reconciled
researched
retrieved

organization skills

approved
arranged
cataloged
coded
compiled
distributed
executed
filed
implemented
logged
monitored
obtained
operated
processed
provided
purchased
recorded
reserved
responded
reviewed
routed
scheduled
supplied
systemized
updated
validated

communications skills

addressed
arbitrated
articulated
collaborated
conveyed
consulted
debated
discussed
drafted
edited
expressed
formulated
influenced
interpreted
marketed
mediated
observed
participated
presented
publicized
purposed
referred
reported
solicited
suggested
summarized

customer service skills

adapted
advocated
aided
answered
arranged
assessed
assisted
coached
contributed
counseled
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
intervened
educated

technical skills

assembled
built
computed
constructed
converted
debugged
engineered
fabricated
fortified
installed
maintained
operated
persuaded
rectified
regulated
remodeled
repaired
restored
instilled
instructed
simulated
stimulated

accomplishment verbs

arbitrated
articulated
authored
clarified
communicated
composed
condensed
contracted
convinced
corresponded
debated
described
elicited
enlisted
involved
joined
lectured
listened
moderated
outlined
proposed
reconciled

research skills

collected
compared
conducted
critiqued
detected
diagnosed
evaluated
examined
experimented
extracted
gathered
identified
inspected
interpreted
invented
located
measured
solved
searched
tested