



Action verbs for your resume

Utilize powerful language to describe your qualifications and skills.

Action verbs begin bullet points and will:

- ✓ Gain reader's attention
- ✓ Create expectation
- ✓ Show positive power
- ✓ Provide keywords
- ✓ Demonstrate "I can do"

SUPERVISORY TASKS:				
Accomplished	Clarified	Enhanced	Investigated	Researched
Achieved	Coached	Established	Managed	Resolved
Adapted	Completed	Evaluated	Mentored	Restored
Administered	Conducted	Exceeded	Merged	Reviewed
Advanced	Consolidated	Executed	Motivated	Scheduled
Analyzed	Contracted	Expanded	Obtained	Secured
Appointed	Controlled	Hired	Organized	Selected
Approved	Converted	Hosted	Oversaw	Solved
Articulated	Coordinated	Improved	Performed	Streamlined
Assigned	Counseled	Incorporated	Pioneered	Strengthened
Assumed	Created	Increased	Planned	Succeeded
responsibility	Customized	Influenced	Presided	Summarized
Attained	Delegated	Initiated	Prioritized	Supervised
Authorized	Developed	Inspected	Produced	Surpassed
Briefed	Directed	Instituted	Recommended	Systematized
Capitalized	Eliminated	Instructed	Reduced	Tested
Chaired	Emphasized	Interviewed	Reorganized	Trained
Changed	Enforced	Introduced	Replaced	Utilized

COMMUNICATION TASKS:

Adapted	Debated	Illustrated	Negotiated	Resolved
Addressed	Defined	Incorporated	Observed	Responded
Advertised	Delivered	Influenced	Outlined	Simplified
Advised	Described	Informed	Participated	Solicited
Arbitrated	Developed	Initiated	Persuaded	Spoke
Arranged	Directed	Interacted	Presented	Steered
Articulated	Discussed	Interpreted	Promoted	Strategized
Authored	Drafted	Interviewed	Proposed	Suggested
Clarified	Edited	Involved	Publicized	Summarized
Collaborated	Elicited	Joined	Received	Synthesized
Communicated	Enlisted	Judged	Recognized	Taught
Conferred	Explained	Launched	Reconciled	Tested
Consulted	Expressed	Lectured	Recruited	Trained
Contacted	Facilitated	Marketed	Referred	Translated
Conveyed	Finalized	Maximized	Reinforced	Traveled
Convinced	Focused	Mediated	Rejuvenated	Tutored
Corresponded	Formulated	Moderated	Renewed	Utilized
Critiqued	Identified	Motivated	Reported	Wrote

CLERICAL/DETAILED TASKS:

Applied	Completed	Fostered	Operated	Scheduled
Approved	Corrected	Gathered	Ordered	Screened
Arranged	Deciphered	Generated	Organized	Sorted
Assisted	Dispatched	Handled	Prepared	Specified
Catalogued	Dispensed	Implemented	Processed	Standardized
Categorized	Displayed	Incorporated	Proofread	Systematized
Charted	Distributed	Inspected	Purchased	Tabulated
Classified	Documented	Inventoried	Recorded	Targeted
Coded	Ensured	Listened	Registered	Trained
Collected	Executed	Modified	Retrieved	Transcribed
Communicated	Exhibited	Monitored	Reviewed	Updated
Compiled	Filed	Obtained	Routed	Validated

COMPUTER/TECHNICAL TASKS:

Adapted
 Analyzed
 Applied
 Appraised
 Assembled
 Built
 Calculated
 Clarified
 Conducted
 Compared
 Compiled
 Completed
 Computed
 Conceptualized
 Conserved
 Constructed
 Converted
 Debugged
 Designed
 Detected
 Determined
 Developed
 Devised
 Diagnosed
 Discovered
 Engineered
 Estimated
 Evaluated
 Examined
 Explored
 Fabricated
 Formulated
 Functioned
 Identified
 Innovated
 Inspected
 Installed
 Interpreted
 Maintained
 Operated
 Overhauled
 Piloted
 Printed
 Programmed
 Refined
 Regulated
 Remodeled
 Repaired
 Replaced
 Restored
 Solved
 Specialized
 Standardized
 Studied
 Trained
 Transported
 Upgraded

BANKING/FINANCIAL TASKS:

Administered
 Allocated
 Analyzed
 Appraised
 Audited
 Balanced
 Billed
 Budgeted
 Calculated
 Centralized
 Classified
 Computed
 Conceived
 Curtailed
 Decreased
 Deployed
 Derived
 Developed
 Earned
 Estimated
 Forecasted
 Grossed
 Increased
 Managed
 Marketed
 Measured
 Planned
 Positioned
 Projected
 Propelled
 Qualified
 Quantified
 Realigned
 Reconciled
 Regained
 Repositioned
 Researched
 Restructured
 Revised
 Saved
 Solidified
 Streamlined
 Transitioned
 Trimmed

HELPING TASKS:

Advocated
 Aided
 Answered
 Arranged
 Assessed
 Assisted
 Cared for
 Clarified
 Coached
 Collaborated
 Collected
 Contributed
 Counseled
 Demonstrated
 Diagnosed
 Educated
 Encouraged
 Expedited
 Facilitated
 Familiarized
 Gathered
 Guided
 Helped
 Insured
 Intervened
 Mentored
 Motivated
 Oriented
 Oversaw
 Provided
 Received
 Referred
 Rehabilitated
 Represented
 Satisfied
 Served
 Supplemented
 Supplied
 Supported
 Transferred
 Treated
 Unified
 Utilized
 Verified

EXAMPLES OF EFFECTIVE USE OF ACTION VERBS:

- ♦ **Provided** excellent customer service to callers seeking assistance and understanding of the billing process.
- ♦ **Facilitated** communication between management and other departments.
- ♦ **Operated** the Warehouse Inventory Management system, efficiently and accurately, gaining a locally recognized award for innovation.