

action verbs for resumes



analytical + research

Analyzed
Assessed
Clarified
Collected
Compared
Conducted
Critiques
Detected
Determined
Diagnosed

Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted

Interview
Invented
Investigated
Located
Measured
Observed
Organized
Proved
Researched
Reviewed

Screened
Searched
Specified
Solved
Summarized
Surveyed
Systematized
Tested
Validated



creative

Began
Combined
Composed
Conceptualized
Condensed
Created
Customized

Designed
Developed
Devised
Drew
Entertained
Established
Fashioned

Formulated
Founded
Illustrated
Initiated
Integrated
Introduced
Invented

Modeled
Modified
Originated
Performed
Photographed
Revised
Revitalized
Shaped



financial

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted

Calculated
Computed
Conserved
Controlled
Corrected
Cut
Decreased
Determined
Developed

Estimated
Forecast
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected

Purchased
Reconciled
Reduced
Researched
Retrieved
Tabulated
Trimmed



interpersonal + teamwork

Adapted
Advised
Advocated
Aided
Answered
Arranged
Cared For
Clarified
Coached
Collaborated
Contributed

Cooperated
Counseled
Demonstrated
Diagnosed
Enabled
Encouraged
Ensured
Expedited
Facilitated
Focused
Furthered

Guided
Initiated
Insured
Interacted
Intervened
Involved
listened
Mediated
Moderated
Motivated
Negotiated

Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered



leadership + management

Accomplished
Acted
Advanced
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Decreased
Delegated
Developed

Directed
Dispatched
Diversified
Eliminated
Emphasized
Enforced
Enhanced
Enlisted
Ensured
Established
Executed
founded
Generate
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected

Instigated
Instituted
Integrated
Introduced
Led
Lowered
Managed
Merged
Modified
Motivated
Organized
Overhauled
Oversaw
Pioneered
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced

Represented
Restored
Reviewed
Revitalized
Saved
Scheduled
Secured
Selected
Shaped
Solidified
Spearheaded
Stimulated
Streamlined
Strengthened
Supervised
Terminated
Trimmed
Verified



oral + written communication

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated

Defined
Demonstrated
Described
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Familiarized
Formulated
Furnished
Illustrated
Incorporated
Informed
Influenced

Interpreted
Interviewed
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Published
Reconciled

Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote



organization

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Contained
Compiled
Coordinated
Corrected

Corresponded
Disributed
Expedited
Executed
Filed
Generated
Implemented
Incorporated
Logged
Maintained
Monitored
Obtained

Operated
Ordered
Organized
Planned
Prepared
Processed
Provided
Recorded
Registered
Reserved
Responded
Restructured

Reviewed
Scheduled
Screened
Set Up
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified



sales + marketing

Achieved
Attained
Completed
Conceived
Delivered
Earned

Exceeded
Expanded
Generated
Increased
Improved
Launched

Led
Marketed
Promoted
Resolved
Restored
Saved

Shaped
Succeeded
Surpassed
Transformed
Won



teaching + training

Adapted
Advised
Appraised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Demonstrated

Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized

Indoctrinated
Influenced
Informed
Instilled
Instructed
Motivated
Persuaded
Rehabilitated
Schooled
Set Goals

Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored



technical

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted

Debugged
Designed
Determined
Developed
Diagnosed
Drafted
Engineered
Fabricated
Fortified
Inspected
Installed

Maintained
Monitored
Operated
Overhauled
Prevented
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired

Replaced
Restored
Retrieved
Solved
Specialized
Standardized
Studied
Upgraded
Utilized