

# Action Verbs

## FOR RESUME WRITING



An effective resume succinctly describes your education and experience that specifically relate to the job you are applying for. Use this list of action verbs to help you craft your resume, ensuring your qualifications shine through with clarity and impact.

### Leadership/ Management

achieved	administered	assigned	attained	chaired	conducted	contracted	consolidated
coordinated	decided	delegated	developed	directed	enforced	evaluated	exceeded
executed	founded	implemented	improved	incorporated	increased	inspired	launched
led	managed	motivated	organized	outlined	oversaw	planned	prioritized
produced	proposed	recommended	reevaluated	rejected	reported	reviewed	scheduled
spearheaded	supervised	surpassed					

### Communication

addressed	arbitrated	arranged	authored	communicated	corresponded	counseled	developed
defined	directed	drafted	edited	enlisted	formulated	influenced	interpreted
lectured	marketed	mediated	moderated	motivated	negotiated	persuaded	presented
promoted	publicized	published	reported	summarized	spoke	translated	wrote

### Organization/ Detailed

activated	altered	assembled	approved	arranged	catalogued	classified	collected
compiled	completed	described	dispatched	edited	estimated	executed	gathered
generated	implemented	inspected	listed	maintained	modified	monitored	observed
operated	organized	planned	prepared	processed	proofread	purchased	recorded
reduced	retrieved	screened	streamlined	systematically			

### Teaching

adapted	advised	clarified	coached	coordinated	critiqued	defined	developed
enabled	encouraged	evaluated	explained	facilitated	graded	guided	informed
initiated	instructed	lectured	presented	set goals	stimulated	taught	tested
tutored	updated						

### Creative

acted	applied	composed	conceived	conceptualized	created	designed	developed
directed	established	fashioned	formed	formulated	illustrated	instituted	integrated
introduced	invented	originated	perceived	performed	presented	produced	refined

### People Skills

advised	aided	assessed	assisted
coached	collaborated	coordinated	counseled
demonstrated	diagnosed	educated	encouraged
facilitated	guided	helped	inspired
maintained	modeled	referred	rehabilitated
represented	supported		

### Research

analyzed	clarified	collected	conceived
critiqued	detected	diagnosed	disproved
evaluated	examined	extracted	identified
inspected	interpreted	interviewed	investigated
organized	researched	reported	reviewed
searched	studied	summarized	surveyed
systematized	wrote		

### Financial

adjusted	allocated	analyzed	appraised
audited	balanced	budgeted	calculated
compared	computed	estimated	forecasted
projected	raised	reevaluated	reconciled
		researched	sold

### Technical

assembled	built	calculated	computed
designed	devised	engineered	fabricated
inspected	maintained	operated	overhauled
programmed	remodeled	repaired	solved
trained	upgraded		