

Action Verbs

The goal of your résumé is to get you an interview, but you have only seconds to GRAB the employer's attention, so start off each of your accomplishment or skill statements with a verb that describes the action you took to achieve your goals. Action verbs add POWER and PUNCH to your résumé by immediately emphasizing how you get results through *action*.

When using action verbs to describe tasks and accomplishments in your current job, make sure they are in the present tense. For example, "assist" rather than "assisted." Conversely, use the past tense when illustrating achievements in a previous job.

Categories/Majors

Administrative

Approved	Arranged	Assembled	Budgeted	Calculated
Catalogued	Categorized	Changed	Classified	Collected
Compiled	Computerized	Controlled	Dispatched	Executed
Facilitated	Formulated	Generated	Implemented	Informed
Inspected	Maintained	Manipulated	Modified	Monitored
Operated	Organized	Prepared	Processed	Purchased
Recorded	Retrieved	Reported	Screened	Specified
Synthesized	Systematized	Tabulated	Validated	

Communication

Addressed	Arbitrated	Arranged	Authored	Collaborated
Communicated	Corresponded	Developed	Directed	Drafted
Edited	Educated	Encouraged	Enlisted	Explained
Formulated	Influenced	Interpreted	Lectured	Mediated
Moderated	Motivated	Negotiated	Persuaded	Promoted
Publicized	Published	Reconciled	Recruited	Spoke
Stipulated	Taught	Translated	Wrote	

Service

Aided	Assessed	Assisted	Carried	Clarified
Coached	Conveyed	Counseled	Demonstrated	Diagnosed
Educated	Effectuated	Expedited	Facilitated	Familiarized
Guided	Helped	Led	Referred	Rehabilitated
Represented	Served	Supported		

Management

Accomplished	Activated	Adjusted	Administered	Advised
Analyzed	Assigned	Attained	Chaired	Conceptualized
Conducted	Consolidated	Contracted	Coordinated	Decreased
Delegated	Designed	Developed	Devised	Directed
Established	Evaluated	Executed	Facilitated	Formulated
Hired	Implemented	Improved	Incorporated	Increased
Initiated	Interviewed	Invented	Investigated	Led
Managed	Negotiated	Organized	Oversaw	Planned
Presided	Prioritized	Produced	Recommended	Recruited
Reorganized	Reviewed	Scheduled	Strengthened	Supervised

Teaching

Adapted	Advised	Assessed	Clarified	Coached
Communicated	Coordinated	Counseled	Developed	Educated
Enabled	Encouraged	Evaluated	Explained	Facilitated
Guided	Informed	Initiated	Instructed	Led
Persuaded	Researched	Simulated	Tested	Trained

Creative

Acted	Advertised	Authored	Choreographed	Collaborated
Composed	Conceptualized	Created	Demonstrated	Designed
Developed	Directed	Drafted	Established	Founded
Illustrated	Instituted	Introduced	Invented	Marketed
Orchestrated	Originated	Performed	Planned	Presented
Produced	Published	Scripted	Staged	Toured

Criminal Justice

Apprehended	Argued	Authorized	Briefed	Corrected
Defended	Detected	Directed	Encountered	Evicted
Exposed	Guarded	Held	Incarcerated	Interrogated
Investigated	Monitored	Patrolled	Prepared	Prosecuted
Protected	Pursued	Questioned	Reported	Saved
Searched	Secured	Served	Supervised	Testified
Trained	Tried	Warned	Witnessed	

Financial

Administered	Allocated	Analyzed	Appraised	Audited
Balanced	Budgeted	Calculated	Charted	Collected
Computed	Converted	Counted	Developed	Deposited
Exchanged	Forecasted	Managed	Marketed	Posted
Planned	Prepared	Projected	Researched	Transferred
Wired	Withdrew			

Research

Accumulated	Calculated	Catalogued	Charted	Clarified
Classified	Collected	Critiqued	Designed	Diagnosed
Evaluated	Examined	Extracted	Hypothesized	Identified
Inspected	Interpreted	Interviewed	Investigated	Organized
Prescribed	Registered	Reviewed	Summarized	Surveyed
Systematized				

Technical

Assembled	Built	Calculated	Coded	Computed
Constructed	Designed	Devised	Engineered	Fabricated
Formulated	Maintained	Networked	Operated	Overhauled
Programmed	Remodeled	Repaired	Solved	Surveyed
Trained	Upgraded			

Accomplishments/Tasks

You Led a Project

Chaired	Controlled	Coordinated	Executed	Headed
Operated	Orchestrated	Organized	Oversaw	Planned
Produced	Programmed			

You Envisioned and Brought to Life a Project

Administered	Built	Charted	Created	Designed
Developed	Devised	Founded	Engineered	Established
Formalized	Formed	Formulated	Implemented	Incorporated
Initiated	Instituted	Introduced	Launched	Pioneered
Spearheaded				

You Saved the Company Time or Money

Conserved	Consolidated	Decreased	Deducted	Diagnosed
Lessened	Reconciled	Reduced	Yielded	

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Accelerated	Achieved	Advanced	Amplified	Boosted
Capitalized	Delivered	Enhanced	Expanded	Expedited
Furthered	Gained	Generated	Improved	Lifted
Maximized	Outpaced	Stimulated	Sustained	

You Changed or Improved Something

Centralized	Clarified	Converted	Customized	Influenced
Integrated	Merged	Modified	Overhauled	Redesigned
Refocused	Rehabilitated	Remodeled	Reorganized	Replaced
Restructured	Revamped	Revitalized	Simplified	Standardized
Streamlined	Strengthened	Updated	Upgraded	Transformed

You Managed a Team

Aligned	Cultivated	Directed	Enabled	Facilitated
Fostered	Guided	Hired	Inspired	Mentored
Mobilized	Motivated	Recruited	Regulated	Shaped
Supervised	Taught	Trained	Unified	United

You Brought in Partners, Funding, or Resources

Acquired	Forged	Navigated	Negotiated	Partnered
Secured				

You Supported Customers

Advised	Advocated	Arbitrated	Coached	Consulted
Educated	Fielded	Informed	Resolved	

You Were a Research Machine

Analyzed	Assembled	Assessed	Audited	Calculated
Discovered	Evaluated	Examined	Explored	Forecasted
Identified	Interpreted	Investigated	Mapped	Measured
Qualified	Quantified	Surveyed	Tested	Tracked

You Wrote or Communicated

Authored	Briefed	Campaigned	Co-authored	Composed
Conveyed	Convinced	Corresponded	Counseled	Critiqued
Defined	Documented	Edited	Illustrated	Lobbied
Persuaded	Promoted	Publicized	Reviewed	

You Oversaw or Regulated

Authorized	Blocked	Delegated	Dispatched	Enforced
Ensured	Inspected	Itemized	Monitored	Screened
Scrutinized	Verified			

You Achieved Something

Attained	Awarded	Completed	Demonstrated	Earned
Exceeded	Outperformed	Reached	Showcased	Succeeded
Surpassed	Targeted			