

List of Actions Verbs

Be sure to lead your bullets with an action verb.

Below are examples of action verbs that may be used to describe your experience and qualifications. Don't be afraid to combine actions verbs to make descriptions more powerful. Circle the words that highlight your specific skills and accomplishments, which will make your resume more dynamic.

MANAGING

Accomplished
Achieved
Administered
Advised
Analyzed
Approved
Attained
Conducted
Consolidated
Contacted
Coordinated
Delegated
Determined
Developed
Directed
Disseminated
Ensured
Evaluated
Examined
Exceeded
Improved
Increased
Initiated
Instituted
Launched
Led
Managed
Organized
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Scheduled
Spearheaded
Streamlined
Strengthened
Supervised

COMMUNICATING

Addressed
Arranged
Assessed
Briefed
Communicated
Conveyed
Corresponded
Developed
Defined
Directed
Drafted
Edited
Enlisted
Expressed
Formulated
Influenced
Informed
Interpreted
Interviewed
Mediated
Moderated
Motivated
Negotiated
Persuaded
Presented
Promoted
Proposed
Publicized
Related
Recommended
Recruited
Reported
Resolved
Secured
Suggested
Summarized
Taught
Translated
Wrote

TECHNICAL

Assembled
Built
Calculated
Charted
Classified
Compiled
Computed
Conducted
Configured
Designed
Detected
Developed
Devised
Drafted
Enhanced
Expedited
Fabricated
Installed
Launched
Maintained
Modified
Operated
Overhauled
Pioneered
Programmed
Reconstructed
Reduced
Refined
Remodeled
Repaired
Restored
Retrieve
Resolved
Surveyed
Systemized
Trained
Upgrade

CREATING

Acted
Adapted
Composed
Conceptualized
Conceived
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Generated
Illustrated
Improvised
Initiated
Instituted
Integrated
Innovated
Introduced
Invented
Originated
Performed
Planned
Redesigned
Reshape
Revitalized
Shaped
Synthesized
Visualized
Wrote

List of Action Verbs (Continued)

RESEARCHING	FINANACIAL	HELPING	DETAIL ORIENTED	TEACHING
Calculated	Adjusted	Advocated	Adhered to	Acquainted
Cataloged	Administered	Aided	Administered	Adapted
Clarified	Allocated	Assisted	Analyzed	Advised
Collected	Analyzed	Assessed	Approved	Answered
Compiled	Audited	Boosted	Approved	Augmented
Computed	Balanced	Clarified	Arranged	Briefed
Critiqued	Budgeted	Coached	Appropriated	Chaired
Detected	Calculated	Consoled	Assured	Clarified
Diagnosed	Computed	Diagnosed	Attained	Coached
Discovered	Developed	Demonstrated	Balanced	Collaborated
Documented	Eliminated	Delivered	Budgeted	Communicated
Evaluated	Exceeded	Educated	Charted	Conducted
Examined	Figured	Encouraged	Classified	Coordinated
Experimented	Forecast	Expedited	Collated	Delivered
Explored	Gained	Explained	Compared	Demonstrated
Extracted	Generated	Facilitated	Compiled	Designed
Gathered	Increased	Familiarized	Determined	Developed
Identified	Performed	Furnished	Documented	Educated
Interpreted	Planned	Fostered	Enforced	Empowered
Investigated	Projected	Furthered goals	Executed	Enabled
Obtained	Reconciled	Guided	Followed through	Enacted
Organized	Researched	Helped	Followed up with	Encouraged
Pinpointed	Instilled	Formulated	Evaluated	
Processed	Mentored	Generated	Explained	
Researched	Motivated	Identified	Facilitated	
Reviewed	Nurture	Implemented	Grouped	
Searched	Optimized	Inspected	Guided	
Summarized	Provided	Met deadlines	Implemented	
Surveyed	Referred	Monitored	Informed	
Synthesized	Represented	Organized	Initiated	
Served	Prepared	Innovated		
Supported	Processed	Installed		
Stabilized	Purchased	Instituted		
Recorded	Instructed			
Retrieved	Integrated			
Screened	Lectured			
Systemized	Originated			
Tabulated	Persuaded			
Validated	Presented			
Set goals				
Stimulated				
Summarized				
Trained				

Resume Action Verbs For

Accounting and Finance

Accumulated	Balanced	Defrayed	Maintained
Accrued	Boosted	Detailed	Managed
Administered	Budgeted	Developed	Negotiated
Allocated	Calculated	Disbursed	Organized
Allotted	Collected	Divested	Planned
Analyzed	Computed	Economized	Prepared
Appraised	Controlled	Executed	Projected
Attended	Corrected	Examined	Quantified
Assessed	Counteracted	Estimated	Researched
Audited	Cut	Forecasted	Solved
Averted	Decreased	Interpreted	Sourced
			Verified

Management and Leadership

Advocated	Formed	Mentored	Recruited
Approved	Founded	Moderated	Represented
Authorized	Governed	Monitored	Responded
Counseled	Guided	Motivated	Reviewed
Determined	Headed	Negotiated	Spearheaded
Developed	Hired	Operated	Sponsored
Diagnosed	Influenced	Originated	Staged
Directed	Initiated	Oversaw	Started
Disseminated	Inspired	Pioneered	Streamlined
Elected	Installed	Presided	Strengthened
Enforced	Instituted	Prioritized	Supervised
Enlisted	Instructed	Processed	Taught
Ensured	Integrated	Produced	Trained
Examined	Led	Recommended	
Explained	Managed		

Administrative and Organizational

Arranged	Ensured	Maintained	Reorganized
Assembled	Examined	Monitored	Reviewed
Catalogued	Executed	Operated	Routed
Collected	Explained	Organized	Schedule
Coordinated	Formalized	Planned	Streamlined
Developed	Implemented	Prepared	Strengthened
Disseminated	Initiated	Processed	Updated
Distributed	Installed	Recorded	

Communication and Interpersonal

Advised	Corresponded	Interpreted	Recruited
Answered	Demonstrated	Interviewed	Reported
Apprised	Drafted	Introduced	Responded
Assessed	Edited	Lectured	Schedule
Authorized	Education	Planned	Screened
Briefed	Explained	Presented	Spoke
Clarified	Facilitated	Projected	Summarized
Composed	Familiarized	Proofread	Taught
Conducted	Handled	Publicized	Trained
Constructed	Informed	Published	Translated
Contacted	Instructed	Reconciled	Wrote

Analytical, Research, and Technical

Administered	Developed	Generated	Maintained
Analyzed	Devised	Identified	Operated
Assessed	Discovered	Improved	Programmed
Audited	Documented	Increased	Reduced
Charted	Drafted	Inspected	Researched
Classified	Edited	Installed	Restored
Compiled	Evaluated	Instituted	Searched
Computed	Examined	Integrated	Streamlined
Conducted	Expanded	Interfaced	Surveyed
Consulted	Forecasted	Interpreted	Systematized
Designed	Formed	Interviewed	Tested
Detected	Gathered	Launched	Wrote

Creative and Innovative

Arranged	Developed	Initiated	Presented
Authored	Devised	Invented	Produced
Composed	Directed	Launched	Revitalized
Conceived	Edited	Modernized	Revolutionized
Conceptualized	Established	Originated	Shaped
Created	Fashioned	Performed	Stimulated
Designed	Formulated	Planned	Updated

Marketing and Selling

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented