



**S**tart your phrases describing job responsibilities with action verbs. Avoid using "duties included" or "responsible for." Please note that all verbs here are listed in past tense and may need to be modified depending on their use.

## Teaching

- Accommodated
- Adapted
- Advised
- Advocated
- Assisted
- Clarified
- Coached
- Communicated
- Consulted
- Cooperated
- Coordinated
- Counseled
- Demonstrated
- Developed
- Empowered
- Enabled
- Encouraged
- Enforced
- Evaluated
- Explained
- Facilitated
- Fostered
- Graded
- Guided
- Informed
- Initiated
- Instructed
- Schooled
- Served
- Set goals
- Shepherded
- Stimulated
- Taught
- Trained

## Management/ Leadership

- Accelerated
- Accomplished
- Achieved
- Administered
- Analyzed
- Appointed
- Assigned
- Attained
- Authorized
- Capitalized
- Chaired
- Compelled
- Conducted
- Consolidated
- Contracted
- Controlled
- Coordinated
- Curtailed
- Decided
- Delegated
- Delivered
- Designated
- Directed
- Drove
- Energized
- Enforced
- Exceeded
- Facilitated
- Governed
- Harmonized
- Headed
- Hired
- Hired
- Increased
- Initiated
- Judged
- Launched
- Led
- Leveraged
- Lobbied
- Managed
- Marshaled
- Maximized
- Motivated
- Named
- Obliterated
- Officiated
- Orchestrated
- Oversaw
- Piloted
- Pioneered
- Planned
- Presided
- Prioritized
- Propelled
- Produced
- Realigned
- Rebuilt
- Recommended
- Regulated
- Restructured
- Scheduled
- Spearheaded
- Steered
- Strategized
- Strengthened
- Supervised
- Transformed

## Technical

- Adjusted
- Assembled
- Built
- Calculated
- Calibrated
- Coded
- Computed
- Computerized
- Constructed
- Designed
- Devised
- Dissected
- Engineered
- Eradicated
- Fabricated
- Installed
- Maintained
- Manufactured
- Mapped
- Navigated
- Operated
- Overhauled
- Positioned
- Programmed
- Remodeled
- Repaired
- Selected
- Serviced
- Solved
- Trained
- Upgraded
- Utilized

## Creative

- Acted
- Arranged
- Brainstormed
- Composed
- Conceptualized
- Cooked
- Crafted
- Created
- Demonstrated
- Designed
- Developed
- Devised
- Discovered
- Drew
- Energized
- Entertained
- Established
- Fashioned
- Founded
- Forged
- Formed
- Generated
- Illustrated
- Imagined
- Improvvised
- Innovated
- Inspired
- Instituted
- Integrated
- Introduced
- Invented
- Made
- Modeled
- Originated
- Performed
- Pioneered
- Predicted
- Produced
- Redesigned
- Reimagined
- Renovated
- Rejuvenated
- Revitalized
- Shaped
- Sketched
- Sparked

## Research

- Analyzed
- Ascertained
- Authenticated
- Collected
- Compared
- Concluded
- Conducted
- Critiqued
- Detected
- Diagnosed
- Differentiated
- Discovered
- Distinguished
- Evaluated
- Examined
- Explored
- Extracted
- Gathered
- Hypothesized
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Justified
- Located
- Observed
- Organized
- Perceived
- Predicted
- Proved
- Questioned
- Read
- Researched
- Reviewed
- Selected
- Studied
- Summarized
- Surveyed
- Synthesized
- Systematized
- Tabulated
- Tested
- Uncovered
- Verified

# ACTION VERB LIST FOR RESUME HELP



## Helping

- |              |               |
|--------------|---------------|
| Advised      | Fostered      |
| Advocated    | Guided        |
| Aided        | Helped        |
| Assessed     | Listened      |
| Assisted     | Mentored      |
| Believed     | Oriented      |
| Championed   | Perceived     |
| Clarified    | Referred      |
| Coached      | Rehabilitated |
| Counseled    | Represented   |
| Demonstrated | Saved         |
| Educated     | Shepherded    |
| Empowered    | Suggested     |
| Expedited    | Supported     |
| Familiarized | United        |

## Administrative

- |             |              |
|-------------|--------------|
| Approved    | Operated     |
| Arranged    | Prepared     |
| Catalogued  | Processed    |
| Centralized | Proofread    |
| Charted     | Purchased    |
| Classified  | Recorded     |
| Collated    | Retrieved    |
| Collected   | Scheduled    |
| Compiled    | Screened     |
| Dispatched  | Selected     |
| Distributed | Separated    |
| Documented  | Specified    |
| Executed    | Standardized |
| Generated   | Structured   |
| Implemented | Systematized |
| Inspected   | Tabulated    |
| Inventoried | Validated    |
| Monitored   |              |

## Results/Achieved

- |              |              |
|--------------|--------------|
| Accomplished | Pinpointed   |
| Achieved     | Procured     |
| Adapted      | Projected    |
| Attained     | Propelled    |
| Captured     | Qualified    |
| Commanded    | Proposed     |
| Completed    | Provided     |
| Concluded    | Raised       |
| Contributed  | Realized     |
| Cut          | Recognized   |
| Decreased    | Recommended  |
| Delivered    | Reduced      |
| Demonstrated | Revamped     |
| Directed     | Revised      |
| Dominated    | Revitalized  |
| Doubled      | Risked       |
| Drove        | Saved        |
| Elevated     | Simplified   |
| Eliminated   | Sold         |
| Established  | Solved       |
| Exceeded     | Spearheaded  |
| Expanded     | Steered      |
| Furnished    | Stimulated   |
| Implemented  | Streamlined  |
| Improved     | Strengthened |
| Increased    | Structured   |
| Introduced   | Submitted    |
| Leveraged    | Succeeded    |
| Lowered      | Supported    |
| Maintained   | Surpassed    |
| Mastered     | Transferred  |
| Masterminded | Transformed  |
| Maximized    | Tripled      |
| Multiplied   | Trouble-shot |
| Obliterated  | Uncovered    |
| Opened       | Unified      |
| Optimized    | United       |
| Orchestrated | Upgraded     |
| Overcame     | Utilized     |
| Perfected    | Widened      |
| Piloted      | Won          |

## Financial

- |                 |              |
|-----------------|--------------|
| Achieved        | Expanded     |
| Administered    | Exported     |
| Allocated       | Financed     |
| Analyzed        | Forecast     |
| Appraised       | Inspected    |
| Audited         | Investigated |
| Balanced        | Managed      |
| Budgeted        | Marketed     |
| Calculated      | Memorized    |
| Checked         | Monetized    |
| Commercial-ized | Optimized    |
| Commoditized    | Ordered      |
| Computed        | Organized    |
| Curtailed       | Planned      |
| Decreased       | Procured     |
| Diversified     | Projected    |
| Diverted        | Rendered     |
| Elevated        | Researched   |
| Evaluated       | Selected     |
|                 | Transferred  |
|                 | Verified     |

## Communication

- |              |             |
|--------------|-------------|
| Accentuated  | Lectured    |
| Addressed    | Mediated    |
| Advised      | Moderated   |
| Advocated    | Motivated   |
| Appreciated  | Negotiated  |
| Arbitrated   | Networked   |
| Articulated  | Persuaded   |
| Authored     | Presented   |
| Briefed      | Printed     |
| Brainstormed | Promoted    |
| Collaborated | Published   |
| Communicated | Publicized  |
| Conceived    | Queried     |
| Consulted    | Read        |
| Conveyed     | Reconciled  |
| Corresponded | Recruited   |
| Deciphered   | Responded   |
| Detailed     | Reported    |
| Documented   | Revamped    |
| Drafted      | Rewrote     |
| Edited       | Spoke       |
| Emphasized   | Suggested   |
| Enlisted     | Summarized  |
| Exhorted     | Talked      |
| Formulated   | Transcribed |
| Influenced   | Translated  |
| Informed     | Updated     |
| Interpreted  | Verbalized  |
|              | Wrote       |