

Resume Action Verbs

Below, you'll find a list of resume action verbs to use when building your resume. Create a high impact resume by replacing dull terminology like 'was responsible for', or 'duties included' with any of the high impact options below:

accomplished
achieved
acted
administered
adapted
addressed
advised
affected
answered
applied
arranged
assessed
assisted
built
budgeted
cared for
carried out
clarified
coached
collaborated
communicated
compiled
completed
computed
conducted
consulted
contacted
conveyed
coordinated
corrected
corresponded
counseled
created
critiqued
decided
decreased
defined
delegated
delivered

dramatized
edited
eliminated
empathized
enabled
encouraged
enhanced
enforced
engaged
enlarged
entertained
established
evaluated
examined
explained
facilitated
fashioned
filed
fixed
focused
formed
found
gathered
generated
governed
grouped
guided
handled
helped
identified
illustrated
imagined
improved
improvised
individualized
influenced
informed
instilled
instructed

operated
organized
outlined
oversaw
participated
performed
persuaded
planned
prepared
presented
proofread
proposed
published
read
recruited
referred
reported
researched
restructured
revamped
reviewed
scheduled
selected
set
showed
simulated
solved
spoke
started
stimulated
studied
succeeded
summarized
supervised
supported
surveyed
taught
teamed with
tested

demonstrated
designed
determined
developed
devised
directed
discovered
dispensed
displayed
distributed
diverted

interacted
joined
lectured
led
maintained
managed
maximized
mediated
mentored
motivated
observed

trained
translated
treated
tutored
updated
utilized
verified
volunteered
worked
wrote