



Action-Oriented Descriptions

When writing your resume and cover letter, it's important to describe your experiences with specifics and detail. Using a variety of action verbs to describe what you did and how you accomplished the task will capture the reader's attention.

Below are some examples of how bullet points can be expanded.

Position Title: Resident Assistant

Initial Description: Ran programs for residents

Final Description: Planned and budgeted programs for residents in areas relating to diversity, wellness, effective communication, and healthy relationships

Position Title: Tour Guide

Initial Description: Gave tours to high school kids

Final Description: Conducted tours for groups of visitors and communicated information about the University's resources, history, and campus culture

Action Verbs

Achievement

Accomplished, Achieved, Added, Advanced, Attained, Awarded, Built, Combined, Consolidated, Constructed, Contributed, Delivered, Demonstrated, Earned, Elected, Eliminated, Enlarged, Ensured, Excelled, Fulfilled, Grew, Guaranteed, Hastened, Heightened, Improved, Innovated, Integrated, Invented, Launched, Obtained, Opened, Qualified, Received, Rejuvenated, Renovated, Restored, Spearheaded, Succeeded, Targeted, Uncovered, Utilized, Volunteered

Communication

Acted, Adapted, Addressed, Admitted, Amended, Argued, Ascertained, Attested, Briefed, Clarified, Closed, Communicated, Concluded, Consented, Consulted, Contacted, Corresponded, Critiqued, Debated, Dedicated, Deliberated, Discussed, Drafted, Edited, Educated, Elicited, Explained, Extracted, Greeted, Highlighted, Illustrated, Improvised, Indicated, Informed, Instructed, Interacted, Interpreted, Interviewed, Justified, Lectured, Marketed, Mediated, Moderated, Negotiated, Perceived, Persuaded, Petitioned, Presented, Publicized, Questioned, Referred, Reinforced, Related, Reported, Represented, Reviewed, Sanctioned, Submitted, Summarized, Supplemented, Supported, Surveyed, Taught, Tested, Translated, Transmitted, Verified, Wrote

Creation

Animated, Authored, Composed, Conceived, Conceptualized, Converted, Created, Cultivated, Defined, Designed, Developed, Engineered, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Improved, Improvised, Installed, Mapped, Originated, Planned, Pioneered, Reproduced, Updated, Visualized

Executing

Administered, Boosted, Collected, Completed, Conducted, Displayed, Distributed, Entered, Exercised, Forwarded, Generated, Handled, Input, Installed, Labored, Merchandised, Operated, Performed, Processed, Produced, Promoted, Proofed, Prospected, Proved, Recruited, Shipped, Sold, Solicited, Stocked, Transacted



Action Verbs Continued

Growth

Accumulated, Accelerated, Advanced, Assumed, Broadened, Caused, Chaired, Changed, Concentrated, Condensed, Directed, Disproved, Doubled, Employed, Empowered, Encouraged, Enhanced, Enlisted, Envisioned, Expanded, Expedited, Fostered, Fulfilled, Gained, Influenced, Inspired, Involved, Maximized, Motivated, Originated, Raised, Stimulated, Strengthened, Visualized

Helping

Aided, Accommodated, Advised, Assured, Coached, Cooperated, Counseled, Elevated, Enabled, Enriched, Familiarized, Guided, Mentored, Modeled, Polished, Prescribed, Provided, Protected, Rehabilitated, Relieved, Returned, Served, Sustained, Tutored, Validated

Leadership and Supervision

Advocated, Anticipated, Appointed, Approved, Assessed, Certified, Contributed, Corrected, Developed, Devised, Directed, Discovered, Established, Evaluated, Examined, Founded, Governed, Graded, Guided, Handled, Inspected, Judged, Managed, Measured, Monitored, Observed, Overhauled, Oversaw, Presided, Prioritized, Promoted, Recruited, Regulated, Screened, Set, Stimulated, Strategize, Supervised, Tailored, Trained, Transformed

Organization

Acquired, Activated, Adjusted, Altered, Appointed, Arranged, Assembled, Assigned, Authorized, Catalogued, Centralized, Charted, Classified, Collected, Committed, Confirmed, Contracted, Coordinated, Customized, Delegated, Designated, Designed, Dispatched, Established, Facilitated, Housed, Implemented, Incorporated, Instituted, Issued, Itemized, Linked, Logged, Maintained, Neatened, Obtained, Ordered, Organized, Procured, Programmed, Retrieved, Routed, Scheduled, Secured, Selected, Simplified, Specified, Sought, Suggested, Systematized, Tracked

Problem Solving

Alleviated, Brainstormed, Collaborated, Conceived, Conceptualized, Created, Decided, Detected, Diagnosed, Engineered, Formulated, Introduced, Investigated, Recommended, Remodeled, Repaired, Revamped, Revitalized, Revived, Solved, Synthesized, Theorized

Quantitative

Allocated, Analyzed, Appraised, Approximated, Assessed, Audited, Balanced, Budgeted, Calculated, Compiled, Compounded, Computed, Conserved, Counted, Determined, Dispensed, Dispersed, Estimated, Financed, Grossed, Identified, Increased, Interpreted, Inventoried, Maximized, Multiplied, Profited, Projected, Purchased, Quantified, Rated, Reconciled, Recorded, Reduced, Tabulated, Totaled