



ACTION VERBS

Make sure you have a foundation for each statement that starts each phrase. Without fail, that word **must be a strong, active-voice verb**. Look over the following lists of suggested verbs, and use them in your resume.

Action verbs that address your **planning skills** include:

Conceived	Formed	Planned
Created	Formulated	Projected
Designed	Initiated	Revised
Developed	Innovated	Scheduled
Devised	Instituted	Solved
Engineered	Invented	Systemized
Established	Justified	Tailored
Estimated	Organized	Transformed
Experimented	Originated	

Action verbs that address your **skills in directing employees** include:

Administered	Determined	Ordered
Approved	Directed	Oversaw
Authorized	Guided	Prescribed
Conducted	Headed	Regulated
Controlled	Instructed	Specified
Decided	Led	Supervised
Delegated	Managed	Trained

Action verbs that suggest that you have **skills in assuming responsibility** include:

Achieved	Developed	Operated
Adopted	Doubled	Overcome
Arranged	Established	Performed
Assembled	Evaluated	Prepared
Assumed	Experienced	Produced
Attended	Gathered	Received
Audited	Halted	Reduced
Built	Handled	Reviewed
Checked	Improved	Simplified
Classified	Implemented	Sold
Collected	Initiated	Transacted
Compiled	Installed	Tripled
Constructed	Integrated	Used
Described	Maintained	Utilized



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Action verbs that embody an **ability to provide effective service** include:

Carried out	Explained	Provided
Committed	Facilitated	Purchased
Delivered	Furnished	Rewrote
Demonstrated	Generated	Sent
Earned	Inspected	Serviced
Exchanged	Installed	Submitted
Expanded	Issued	Transmitted
Expedited	Procured	Wrote

Interactive skills with people are suggested by the use of these action verbs in your accomplishment statement:

Advised	Counseled	Presented
Aided	Helped	Promoted
Apprised	Informed	Recommended
Clarified	Inspired	Represented
Conferred	Interpreted	Resolved
Consulted	Interviewed	Suggested
Contributed	Mediated	Unified
Cooperated	Negotiated	
Coordinated	Participated	

Finally, your **analytical/research skills** merge with the use of these action verbs:

Analyzed	Evaluated	Reviewed
Assessed	Familiarized	Searched
Calculated	Investigated	Studied
Computed	Observed	Verified
Correlated	Proved	
Discovered	Researched	