

Resume Action Words

This list of action verbs will guide you in listing your accomplishments and skills on your resume. They are divided into five sections for easy reference. Use those that accurately describe your duties.

PLANNED

devised	developed	examined	discovered	evaluated
designed	organized	investigated	appraised	estimated
planned	analyzed	studied	measured	solved
created	produced	originated	interpreted	determined
revamped	prepared	researched	reviewed	identified

DIRECTED

operated	managed	guided	supervised	governed
commanded	controlled	regulated	directed	oversaw
designated	coordinated	adapted	eliminated	transferred
maintained	awarded	authorized	vetoed	removed
conducted	founded	headed	instituted	navigated

EXECUTED

motivated	generated	utilized	employed	administered
rectified	restored	repaired	reorganized	approved
observed	demonstrated	disclosed	published	notified
produced	improved	built	formulated	increased
expanded	extended	augmented	supplemented	condensed
curtailed	reduced	minimized	converted	exchanged
replaced	conceived	authored	strengthened	activated
unified	combined	merged	consolidated	updated
modernized	altered	modified	transformed	balanced
established	stabilized	discontinued	assembled	computed
estimated	inventoried	surpassed	simplified	grouped
distributed	classified	terminated	initiated	introduced
economized	obtained	procured	collected	assumed
attached	exchanged	invested	sponsored	expedited
attained	executed	achieved	dispatched	selected
compounded	completed	wrote	implemented	arranged
presented	invented	performed	accelerated	

SERVICED

disclosed	informed	communicated	taught	instructed
educated	served	processed	trained	lectured
endorsed	guaranteed	accommodated	aided	assisted
prepared	provided	constructed	tested	translated
installed	received	delivered	sold	purchased
audited	dispensed	represented	ordered	interviewed
logged	supplied	conserved	routed	corresponded

ADVISED

conferred	consulted	publicized	notified	advised
reported	advertised	informed	demonstrated	displayed
exhibited	illustrated	advocated	counseled	instructed
acquainted	recommended	suggested	familiarized	disproved
detected	criticized	referred	diagnosed	edited
protected	arbitrated	prescribed	encouraged	