

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

Analyzed	Devised	Estimated	Organized	Revamped
Appraised	Designed	Investigated	Originated	Researched
Created	Developed	Interpreted	Planned	Reviewed
Discovered	Examined	Identified	Produced	Studied
Determined	Evaluated	Measured	Prepared	Solved

Directed

Awarded	Controlled	Founded	Maintained	Regulated
Adapted	Coordinated	Guided	Managed	Removed
Authorized	Designated	Governed	Navigated	Supervised
Commanded	Directed	Headed	Operated	Transferred
Conducted	Eliminated	Instituted	Oversaw	Vetoed

Executed

Arranged	Compounded	Estimated	Motivated	Repaired
Attached	Conceived	Economized	Modernized	Reorganized
Attained	Combined	Extended	Minimized	Stabilized
Altered	Classified	Exchanged	Merged	Surpassed
Augmented	Completed	Executed	Modified	Strengthened
Authored	Converted	Employed	Notified	Supplemented
Assembled	Consolidated	Expedited	Observed	Simplified
Accelerated	Collected	Formulated	Obtained	Sponsored
Administered	Condensed	Generated	Produced	Selected
Approved	Computed	Grouped	Presented	Terminated
Activated	Distributed	Inventoried	Procured	Transformed
Assumed	Demonstrated	Invented	Performed	Unified
Accomplished	Discontinued	Invested	Published	Utilized
Achieved	Dispatched	Initiated	Rectified	Updated
Built	Disclosed	Implemented	Replaced	Wrote
Balanced	Expanded	Increased	Restored	
Curtailed	Established	Improved	Reduced	

Serviced

Audited	Corresponded	Installed	Prepared	Serviced
Accommodated	Disclosed	Informed	Provided	Supplied
Aided	Dispensed	Instructed	Processed	Sold
Assisted	Delivered	Interviewed	Purchased	Taught
Communicated	Educated	Logged	Received	Trained
Constructed	Endorsed	Lectured	Represented	Tested
Conserved	Guaranteed	Ordered	Routed	Translated

Advised

Acquainted	Consulted	Displayed	Illustrated	Prescribed
Advertised	Criticized	Disproved	Informed	Reported
Arbitrated	Counseled	Exhibited	Instructed	Recommended
Advocated	Detected	Encouraged	Notified	Referred
Advised	Demonstrated	Edited	Protected	Suggested
Conferred	Diagnosed	Familiarized	Publicized	

