



ACTION VERBS FOR RESUMES

Action verbs are used in resumes, cover letters, and other professional documents to concisely highlight specific tasks and achievements. When boring, repetitive verbs are replaced with dynamic, active verbs as the first word of each bullet point, they make a persuasive first impression on potential employers. Adapted from Wake Forest University's Career and Professional Development website, the following is list of action verbs to assist you in describing your skills, experiences, and accomplishments:

Table with 4 columns: Management/Leadership Skills, Communication/People Skills, Research Skills, and Technical Skills. Each column lists various action verbs such as Administered, Oversaw, Elicited, Analyzed, etc.

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Designed	<b>Financial/Data Skills</b>	Photographed	Corresponded
Converted	Administered	Planned	Distributed
Determined	Adjusted	Revised	Executed
Developed	Allocated	Revitalized	Generated
Engineered	Analyzed	Shaped	Implemented
Fabricated	Appraised	Solved	Incorporated
Fortified	Assessed		Inspected
Installed	Audited	<b>Helping skills</b>	Logged
Maintained	Balanced	Adapted	Maintained
Operated	Calculated	Addressed	Monitored
Overhauled	Computed	Advocated	Obtained
Printed	Conserved	Administered	Operated
Programmed	Corrected	Aided	Ordered
Rectified	Determined	Arranged	Organized
Regulated	Developed	Assessed	Prepared
Remodeled	Estimated	Clarified	Processed
Repaired	Forecasted	Coached	Provided
Replaced	Managed	Collaborated	Purchased
Restored	Marketed	Contributed	Recorded
Solved	Measured	Cooperated	Registered
Specialized	Planned	Counseled	Reserved
Standardized	Programmed	Demonstrated	Responded
Studied	Projected	Diagnosed	Reviewed
Upgraded	Reconciled	Educated	Routed
Utilized	Reduced	Encouraged	Scheduled
	Researched	Ensured	Screened
<b>Teaching Skills</b>	Retrieved	Expedited	Set up
Adapted		Facilitated	Submitted
Advised	<b>Creative skills</b>	Familiarize	Supplied
Clarified	Acted	Furthered	Standardized
Coached	Adapted	Guided	Systematized
Communicated	Brainstormed	Insured	Updated
Conducted	Combined	Intervened	Validated
Coordinated	Conceptualized	Mentored	Verified
Critiqued	Condensed	Modeled	
Developed	Created	Motivated	<b>More Verbs for Accomplishments</b>
Enabled	Customized	Provided	Achieved
Encouraged	Designed	Referred	Completed
Evaluated	Developed	Rehabilitated	Expanded
Explained	Directed	Presented	Exceeded
Facilitated	Displayed	Resolved	Improved
Focused	Drew	Simplified	Pioneered
Guided	Entertained	Supplied	Reduced (losses)
Individualized	Established	Supported	Resolved (issues)
Informed	Fashioned	Volunteered	Restored
Instilled	Formulated		Spearheaded
Instructed	Founded	<b>Organization/Detail Skills</b>	Succeeded
Motivated	Illustrated	Approved	Surpassed
Persuaded	Initiated	Arranged	Transformed
Set goals	Instituted	Cataloged	Won
Simulated	Integrated	Categorized	
Stimulated	Introduced	Charted	
Taught	Invented	Classified	
Tested	Modeled	Coded	
Trained	Modified	Collected	
Transmitted	Originated	Compiled	
Tutored	Performed	Compartmentalized	