

Action Verbs

Start off each of your resume bullet points with strong action verbs to present your skills and experiences more effectively. Action verbs describe what you know and what you do. Here is a list of actions verbs that can help to precisely align your skills and experiences to the employer's needs:

Problem Solving

- Alleviated
- Analyzed
- Assessed
- Brainstormed
- Conceived
- Conceptualized
- Created
- Debugged
- Decided
- Deciphered
- Detected
- Diagnosed
- Engineered
- Foresaw
- Formulated
- Found
- Implemented
- Investigated
- Recommended
- Remodeled
- Repaired
- Revamped
- Satisfied
- Solved
- Streamlined

Quantitative

- Accounted for
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Checked
- Compiled
- Computed
- Converted
- Counted
- Earned
- Estimated
- Figured
- Financed
- Increased
- Maximized
- Processed
- Produced
- Profited
- Projected
- Reconciled
- Recorded
- Reduced
- Totaled

Communication

- Accommodated
- Adapted
- Addressed
- Amended
- Argued
- Clarified
- Communicated
- Collaborated
- Composed
- Concluded
- Convinced
- Consulted
- Corresponded
- Critiqued
- Dedicated
- Defined
- Deliberated
- Demonstrated
- Drafted
- Edited
- Educated
- Explained
- Extracted
- Greeted
- Highlighted
- Illustrated
- Improvised
- Inferred
- Informed
- Instructed
- Interviewed
- Lectured
- Marketed
- Moderated
- Negotiated
- Persuaded
- Presented
- Queried
- Reported
- Represented
- Suggested
- Summarized
- Supplemented
- Supported
- Surveyed
- Systematized
- Tested
- Taught
- Translated
- Verified

Demonstrating Results and Accomplishments

- Accomplished
- Achieved
- Added
- Attained
- Built
- Combined
- Completed
- Constructed
- Contributed
- Delivered
- Demonstrated
- Earned
- Eliminated
- Enlarged
- Ensured
- Excelled
- Expanded
- Extended
- Finalized
- Fulfilled
- Gained
- Generated
- Improved
- Increased
- Innovated
- Integrated
- Introduced
- Joined
- Launched
- Minimized
- Obtained
- Opened
- Overcame
- Prevailed
- Produced
- Qualified
- Realized
- Reduced
- Rejuvenated
- Renovated
- Restored
- Targeted
- Uncovered

Helping/Counseling

- Aided
- Advised
- Assisted
- Assured
- Coached
- Continued
- Cooperated
- Counseled
- Dealt
- Eased
- Elevated
- Enhanced
- Mentored
- Familiarized
- Helped
- Interceded
- Modeled
- Fostered
- Polished
- Prescribed
- Provided
- Protected
- Relieved
- Comfort
- Returned
- Saved
- Served
- Sustained
- Tutored
- Validated