

RESUME ACTION VERBS



O'NEILL
CAREER HUB

Articulate transferable skills.

WHY USE ACTION VERBS

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 IU School of Public Health Office of Career Services, the following is a list of action verbs to assist in describing skills, experiences, and accomplishments:

YOU WROTE OR COMMUNICATED

Addressed	Consulted	Elicited	Involved	Planned	Represented
Advertised	Contacted	Encouraged	Joined	Presented	Solicited
Arbitrated	Conveyed	Enlisted	Judged	Presided	Specified
Arranged	Convinced	Explained	Lectured	Promoted	Spoke
Articulated	Corresponded	Expressed	Listened	Proposed	Suggested
Authored	Debated	Formulated	Marketed	Publicized	Summarized
Clarified	Defined	Furnished	Mediated	Reconciled	Synthesized
Collaborated	Developed	Incorporated	Moderated	Recruited	Translated
Communicated	Directed	Influenced	Negotiated	Referred	Wrote
Composed	Disseminated	Interacted	Observed	Reinforced	
Condensed	Discussed	Interpreted	Outlined	Reported	
Conducted	Drafted	Interviewed	Participated	Resolved	
Conferred	Edited	Introduced	Persuaded	Responded	

YOU ENVISIONED OR BROUGHT A PROJECT TO LIFE

Acted	Customized	Established	Initiated	Performed	Revitalized
Adapted	Designed	Fashioned	Instituted	Photographed	Shaped
Authored	Developed	Forecasted	Integrated	Piloted	Solved
Combined	Devised	Formulated	Introduced	Planned	Structured
Composed	Directed	Founded	Invented	Presented	Updated
Conceived	Displayed	Illustrated	Launched	Proposed	Visualized
Conceptualized	Drew	Imagined	Modeled	Publicized	
Condensed	Enhanced	Improvised	Modified	Published	
Created	Entertained	Improved	Originated	Revised	

YOU COLLECTED DATA OR USED FINANCE SKILLS

Added	Assessed	Computed	Documented	Marketed	Qualified
Accounted	Audited	Conserved	Estimated	Measured	Reconciled
Administered	Balanced	Corrected	Figured	Netted	Reduced
Adjusted	Budgeted	Counted	Forecasted	Planned	Researched
Allocated	Calculated	Determined	Formulated	Prepared	Retrieved
Analyzed	Cashed	Developed	Invested	Programmed	Tabulated
Appraised	Compounded	Divided	Managed	Projected	Verified

YOU SUPPORTED OR HELPED SOMEONE

Acquired	Clarified	Encouraged	Guided	Motivated	Referred
Advised	Coached	Familiarized	Insured	Navigated	Rehabilitated
Advocated	Consulted	Fielded	Informed	Negotiated	Resolved
Arbitrated	Educated	Forged	Intervened	Partnered	Supported

YOU WERE A RESEARCH MACHINE

Analyzed	Conducted	Drafted	Formulated	Located	Solved
Assessed	Critiqued	Evaluated	Gathered	Measured	Summarized
Clarified	Defined	Examined	Inspected	Organized	Surveyed
Collected	Detected	Experimented	Interviewed	Researched	Systematized
Compared	Determined	Explored	Invented	Reviewed	Tested
Compiled	Diagnosed	Extracted	Investigated	Searched	

YOU WORKED EFFICIENTLY

Approved	Compiled	Inspected	Prepared	Reviewed	Updated
Arranged	Corrected	Logged	Processed	Routed	Validated
Cataloged	Corresponded	Maintained	Provided	Scheduled	Verified
Categorized	Distributed	Monitored	Purchased	Screened	
Charted	Executed	Obtained	Recorded	Submitted	
Classified	Filed	Operated	Registered	Supplied	
Coded	Generated	Ordered	Reserved	Standardized	
Collected	Incorporated	Organized	Responded	Systematized	

YOU CHANGED OR IMPROVED SOMETHING

Adjusted	Converted	Eliminated	Planned	Resolved	Solved
Analyzed	Determined	Examined	Prepared	Reviewed	Tested
Anticipated	Diagnosed	Executed	Recommended	Selected	Verified
Changed	Discovered	Expanded	Reconciled	Set up	Utilized
Completed	Doubled	Identified	Reorganized	Simplified	

YOU LED A PROJECT

Administered	Contracted	Enhanced	Hosted	Motivated	Replaced
Assigned	Controlled	Established	Implemented	Navigated	Restored
Analyzed	Converted	Evaluated	Improved	Organized	Reviewed
Appointed	Coordinated	Executed	Incorporated	Originated	Recruited
Approved	Decided	Expedited	Increased	Overhauled	Scheduled
Assigned	Delegated	Formed	Initiated	Oversaw	Secured
Attained	Developed	Founded	Inspected	Planned	Selected
Authorized	Directed	Generated	Instituted	Presided	Staffed
Chaired	Eliminated	Governed	Led	Prioritized	Streamlined
Coached	Emphasized	Handled	Managed	Produced	Strengthened
Considered	Encouraged	Headed	Maximized	Recommended	Supervised
Consolidated	Enforced	Hired	Merged	Reorganized	Trained

YOU TAUGHT OR TRAINED SOMEONE

Adapted	Coordinated	Enabled	Guided	Persuaded	Trained
Advised	Counseled	Encouraged	Individualized	Reviewed	Transmitted
Clarified	Critiqued	Evaluated	Informed	Simulated	Tutored
Coached	Developed	Explained	Instilled	Stimulated	
Communicated	Empowered	Facilitated	Instructed	Taught	
Conducted	Edited	Focused	Motivated	Tested	

YOU USED TECHNOLOGY TO GET A JOB DONE

Adapted	Conserved	Drafted	Mapped	Remodeled	Studied
Applied	Constructed	Engineered	Operated	Repaired	Tested
Assembled	Converted	Fabricated	Overhauled	Replaced	Upgraded
Built	Debugged	Fortified	Printed	Restored	Utilized
Calculated	Designed	Inspected	Programmed	Solved	
Coded	Determined	Installed	Rectified	Specialized	
Computed	Developed	Maintained	Regulated	Standardized	