ACTION VERBS

Each bullet on your resume should begin with a strong verb that indicates the skill you used in that accomplishment. Below are some verbs to help you write strong bullet points:

Management	Communication	Clerical	Finance/Tax	Creative
administer	address	approve	audited	act
analyze	arbitrate	arrange	arranged	conceptualize
assign	author	catalogue	classified	create
attain	correspond	classify	collected	design
chair	develop	collect	equalized	develop
contract	direct	compile	diagnosed	direct
consolidate	draft	dispatch	dispensed	establish
coordinate	edit	execute	halted	fashion
delegate	enlist	generate	investigated	found
develop	formulate	implement	lowered	illustrate
direct	influence	inspect	maintained	institute
evaluate	interpret	monitor	minimized	integrate
execute	lecture	operate	recognized	introduce
improve	mediate	organize		invent
increase	moderate	prepare		originate
organize	motivate	process		perform
oversee	negotiate	purchase		plan
plan	persuade	record		revitalize
prioritize	promote	retrieve		shape
produce	publicize	screen		
recommend	reconcile	systematize		
review	recruit	tabulate		
schedule	speak	validate		
strengthen	translate			
supervise	write			

Helping	Technical	Teaching	Financial
assess	assemble	adapt	administer
assist	build	advise	allocate
clarify	calculate	clarify	analyze
coach	compute	coach	appraise
counsel	design	communicate	audit
demonstrate	devise	coordinate	balance
diagnose	engineer	develop	budget
educate	fabricate	enable	calculate
expedite	maintain	encourage	compute
facilitate	operate	evaluate	develop
familiarize	overhaul	explain	forecast
guide	program	facilitate	manage
refer	remodel	guide	market
rehabilitate	repair	inform	plan
represent	solve	initiate	project
	train	instruct	research
	upgrade	persuade	
		set goals	
		stimulate	