

Action Verbs

When describing your experiences on your resume, it is important to use action verbs that showcase your contributions and the skills that you demonstrated.

Sample Action Words by Category

Analytical <ul style="list-style-type: none"> • Analyzed • Assessed • Evaluated • Identified • Interpreted • Located • Perceived • Reviewed • Selected 	Communication <ul style="list-style-type: none"> • Answered • Clarified • Communicated • Condensed • Contacted • Corresponded • Drafted • Edited • Outlined • Responded • Spoke • Summarized • Wrote 	Creative <ul style="list-style-type: none"> • Composed • Constructed • Created • Designed • Developed • Devised • Generated • Invented • Performed 	Data Management <ul style="list-style-type: none"> • Classified • Recorded • Retrieved • Searched • Verified
Financial/Quantitative <ul style="list-style-type: none"> • Calculated • Estimated • Evaluated • Forecasted • Measured • Reconciled • Sold 	Initiative <ul style="list-style-type: none"> • Began • Brought • Initiated • Offered • Proposed • Suggested • Volunteered 	Leadership/Management <ul style="list-style-type: none"> • Coached • Decided • Delegated • Established • Guided • Implemented • Led • Managed • Motivated • Negotiated • Persuaded • Selected 	Problem Solving <ul style="list-style-type: none"> • Achieved • Completed • Dealt with • Handled • Improved • Increased • Modified • Regulated • Revised • Solved • Succeeded • Simplified • Synthesized
Research <ul style="list-style-type: none"> • Analyzed • Conducted • Defined • Gathered • Proposed • Researched • Searched 	Teaching <ul style="list-style-type: none"> • Clarified • Demonstrated • Explained • Guided • Illustrated • Instructed/Taught • Motivated • Taught • Trained 	Teamwork <ul style="list-style-type: none"> • Collaborated • Contributed • Interacted • Negotiated • Represented • Supported • United 	
Interpersonal/People <ul style="list-style-type: none"> • Advised • Assisted • Cared for 	Organizational <ul style="list-style-type: none"> • Administered • Arranged • Assembled 	Technical <ul style="list-style-type: none"> • Applied • Assembled • Built 	

<ul style="list-style-type: none"> • Counsellled • Encouraged • Guided • Helped • Interacted • Listened • Mediated • Motivated • Perceived • Promoted • Represented • Supported • United 	<ul style="list-style-type: none"> • Assigned • Catalogued/categorized • Collected • Coordinated • Filed • Maintained • Monitored • Ordered • Organized • Planned • Prepared • Recorded • Reorganized • Retrieved • Scheduled • Searched 	<ul style="list-style-type: none"> • Coded • Computed • Copied • Manipulated • Memorized • Operated • Printed • Repaired • Retrieved • Tested • Used 	
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