

Action Verbs

When describing your skills and experiences on your resume, it is important to use action verbs that showcase your accomplishments and skills that are most relevant to your audience (the employer) based on the Position Description Analysis Form. With this analysis you can describe your skills using outcome-based statements

Sample Action Words by Category

Note: this is not meant to be a complete list of action verbs. Please feel free to use any other action verb on your resume that clearly demonstrates the skill that you used.

Analytical

Analyzed	Evaluated	Located	Selected
Assessed	Identified	Perceived	
Dissected	Interpreted	Reviewed	

Communication

Addressed	Contacted	Mediated	Reconciled
Answered	Corresponded	Moderated	Renegotiated
Arbitrated	Described	Outlined	Reported
Arranged	Drafted	Persuaded	Responded
Authored	Edited	Presented	Spoke
Clarified	Enlisted	Promoted	Summarized
Communicated	Formulated	Proofread	Translated
Condensed	Lectured	Publicized	Wrote

Computer skills

Applied	Downloaded	Memorized	Retrieved
Assembled	Engineered	Operated	Solved
Built	Fabricated	Overhauled	Tested
Coded	Implemented	Prepared	Trained
Computed	Inspected	Processed	Updated
Debugged	Made	Programmed	Upgraded
Designed	Maintained	Remodeled	Used
Devised	Manipulated	Repaired	

Action Verbs

Creative

Applied	Developed	Instituted	Presented
Composed	Devised	Integrated	Implemented
Conceived	Established	Introduced	Invented
Conceptualized	Fashioned	Molded	Refined
Directed	Formed	Originated	Rewrote
Constructed	Formulated	Perceived	Updated
Created	Generated	Performed	
Designed	Illustrated	Planned	

Data Management

Activated	Generated	Screened	Updated
Classified	Operated	Specified	Verified
Executed	Recorded	Streamlined	
Gathered	Retrieved	Systematized	

Financial / Quantitative

Adjusted	Budgeted	Forecasted	Raised
Administered	Calculated	Increased	Reconciled
Allocated	Compared	Managed	Re-evaluated
Analyzed	Computed	Marketed	Sold
Appraised	Developed	Measured	
Audited	Estimated	Planned	
Balanced	Evaluated	Projected	

Initiative

Began	Initiated	Proposed	Volunteered
Brought	Launched	Self-started	
Incorporated	Offered	Suggested	

Interpersonal / People

Advised	Engaged	Mediated	Resolved
Assisted	Guided	Motivated	Supported
Cared for	Helped	Perceived	United
Counselled	Interacted	Promoted	
Encouraged	Listened	Represented	

Action Verbs

Leadership/Management

Chaired	Delegated	Handled	Motivated
Coached	Encouraged	Implemented	Negotiated
Consolidated	Executed	Incorporated	Oversaw
Contracted	Established	Inspired	Recommended
Coordinated	Evaluated	Led	Reviewed
Decided	Guided	Managed	Supervised

Organizational

Administered	Charted	Maintained	Recorded
Arranged	Classified	Monitored	Reorganized
Assembled	Collected	Ordered	Retrieved
Assigned	Compiled	Organized	Scheduled
Catalogued	Coordinated	Planned	Searched
Categorized	Filed	Prepared	

Problem Solving

Achieved	Improved	Resolved	Succeeded
Completed	Increased	Revised	Synthesized
Dealt with	Modified	Simplified	
Handled	Regulated	Solved	

Research

Analyzed	Detected	Identified	Reviewed
Clarified	Diagnosed	Inspected	Searched
Collected	Disproved	Interpreted	Studied
Conceived	Evaluated	Investigated	Summarized
Conducted	Examined	Proposed	Surveyed
Critiqued	Extracted	Reported	Synthesized
Defined	Gathered	Researched	Systematized

Teaching

Adapted	Developed	Illustrated	Set goals
Advised	Enabled	Informed	Stimulated
Clarified	Encouraged	Instructed	Taught
Coached	Evaluated	Lectured	Trained
Communicated	Explained	Motivated	
Coordinated	Facilitated	Persuaded	
Demonstrated	Guided	Presented	

Action Verbs

Teamwork

Collaborated
Contributed
Interacted

Negotiated
Represented
Supported

United
Worked with a
team of

Verbs to emphasize progress

Accomplished
Achieved
Advanced
Boosted

Developed
Evolved
Improved
Increased

Moved forward
Processed
Progressed
Promoted

Proved
Recommended
Reduced