



Action Verbs

Action verbs are used to compose concise, persuasive, reader-centered accomplishment statements on your résumé. Below are examples of some commonly used action verbs, but there are many others. All of the verbs here are stated in the past tense and should be used to refer to past activities. For activities you are currently engaged in, you can use the present tense of the same verbs (e.g., approve, arrange, catalogue, categorize). The verbs below are grouped according to skill set.

CLERICAL/DETAIL

Approved
Arranged
Catalogued
Categorized
Classified
Collected
Compiled
Dispatched
Documented
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Outlined
Prepared
Prioritized
Processed
Purchased
Recorded
Resolved
Restored
Retrieved
Revised
Screened
Systematized
Tabulated
Transformed
Validated

COMMUNICATION

Addressed
Appraised
Arbitrated

Arranged
Articulated
Authored
Clarified
Collaborated
Conferred
Consulted
Convinced
Cooperated
Coordinated
Corresponded
Counseled
Debated
Defined
Developed
Directed
Drafted
Edited
Enlisted
Explained
Expressed
Formulated
Influenced
Informed
Inspired
Interpreted
Interviewed
Lectured
Mediated
Moderated
Motivated
Negotiated
Participated
Persuaded
Presented
Promoted
Publicized

Reconciled
Recruited
Represented
Spoke
Suggested
Summarized
Translated
Unified
Verbalized
Wrote

CREATIVE

Abstracted
Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Generated
Illustrated
Imagined
Improvised
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Originated
Performed

Planned
Problem solved
Restructured
Revamped
Revitalized
Shaped
Synthesized
Visualized

FINANCIAL

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Estimated
Figured
Forecasted
Maintained
Managed
Marketed
Planned
Prepared
Projected
Researched
Tracked

HELPING

Advised
Advocated
Aided
Assessed
Assisted



Explore



Engage



Experience



Embark



Elevate

Assured
Attended
Cared
Comforted
Coordinated
Counseled
Demonstrated
Diagnosed
Educated
Empathized
Expedited
Facilitated
Familiarized
Furnished
Furthered
Guided
Improved
Insured
Intervened
Mentored
Motivated
Provided
Referred
Rehabilitated
Related
Represented
Served
Volunteered

MANAGEMENT

Achieved
Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Consulted
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Directed
Established
Evaluated
Executed

Implemented
Improved
Increased
Initiated
Maximized
Negotiated
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reconciled
Regulated
Reported
Reviewed
Scheduled
Strengthened
Supervised
Yielded

RESEARCH

Acquired
Adjusted
Analyzed
Ascertained
Calculated
Cataloged
Charted
Clarified
Coded
Collected
Computed
Conducted
Correlated
Diagnosed
Discovered
Dissected
Evaluated
Examined
Experimented
Explored
Extracted
Extrapolated
Gathered
Identified
Inspected
Interpreted

Interviewed
Investigated
Monitored
Observed
Organized
Reviewed
Summarized
Surveyed
Systematized
Tested
Utilized
Validated
Verified

TEACHING

Adapted
Clarified
Coached
Communicated
Coordinated
Developed
Elicited
Emphasized
Enabled
Encompassed
Encouraged
Enforced
Enhanced
Enlightened
Evaluated
Explained
Facilitated
Fostered
Guided
Individualized
Informed
Initiated
Instructed
Interacted
Involved
Lectured
Motivated
Persuaded
Set goals
Supplied
Supported
Stimulated
Stressed

Trained
Tutored
Taught

TECHNICAL

Adapted
Applied
Assembled
Built
Calculated
Computed
Constructed
Converted
Debugged
Designed
Devised
Engineered
Expanded
Fabricated
Installed
Maintained
Modified
Operated
Overhauled
Programmed
Rectified
Remodeled
Repaired
Simulated
Solved
Trained
Upgraded