**ACTION VERBS**

Use [action verbs](http://ncsu.edu/career/pdfs/verbs.pdf) to communicate your accomplishments in the experience section of your resume.  
Note the impact of action verbs on the job description below.

**With action verbs**  
**IBM**, RTP, NC  
Human Resources Intern, Summer 2009  
-  Worked with a project team on the redesign of New Employee Orientation.  
-  Created a survey to use with current employees.  Received an 80% response rate.  
-  Interviewed 15 recent hires to gain insight into the needs of new employees.  
-  Wrote report and presented results to project team.

Without action verbs         
**IBM**, RTP, NC  
Human Resources Intern, Summer 2009  
-  Duties included administrative tasks in an office setting.  
-  Responsible for distributing a survey to current employees.  
-  The needs of recent hires were collected, documented, etc.  
-  I was involved in a variety of other activities, as needed.