

# ACTION VERBS

Use action verbs to communicate your accomplishments in the experience section of your resume.  Take a look at the two job descriptions below and note the positive impact of action verbs.

**With action verbs**

IBM, Research Triangle Park, NC

Human Resources Intern, Summer 2010

- 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, Research Triangle Park, NC

Human Resources Intern, Summer 2010

- 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.

accomplished

achieved

acquired

adapted

administered

advanced

advised

amended

analyzed

approved

assembled

attained

automated

balanced

brainstormed

broadened

budgeted

built

calculated

coached

collaborated

collected

communicated

composed

computed

conceived

conceptualized

configured

consolidated

constructed

consulted

contributed

converted

coordinated

counseled

created

debugged

decreased

dedicated

delivered

demonstrated

designed

developed

devised

diagnosed

discovered

documented

drafted

earned

edited

eliminated

enabled

encouraged

engaged

enhanced

enriched

established

evaluated

examined

executed

expanded

fabricated

facilitated

familiarized

financed

forecasted

formulated

fostered

founded

functioned

gained

gathered

gauged

generated

governed

guided

handled

headed

helped

hired

identified

illustrated

implemented

improved

improvised

incorporated

increased

influenced

initiated

inspected

installed

instructed

integrated

interfaced

interpreted

interviewed

introduced

invented

invested

investigated

involved

launched

learned

led

linked

lobbied

maintained

managed

manufactured

marketed

maximized

mediated

modeled

modified

monitored

motivated

negotiated

nominated

nurtured

operated

orchestrated

organized

originated

oversaw

participated

performed

persuaded

pioneered

planned

presented

prioritized

processed

produced

programmed

promoted

proposed

provided

published

purchased

quantified

queried

quoted

raised

realized

recommended

recovered

recruited

redesigned

reduced

refined

renovated

reorganized

repaired

replaced

reported

represented

researched

resolved

responded

restored

restructured

revised

revitalized

scheduled

secured

selected

separated

served

shaped

simplified

simulated

sold

solved

spearheaded

specified

sponsored

stabilized

standardized

strengthened

summarized

supervised

supplemented

supported

surveyed

synthesized

tailored

targeted

taught

tested

tracked

trained

transferred

transformed

translated

transmitted

uncovered

undertook

updated

upgraded

validated

verified

visualized

wrote

*Updated 2010*