

Action Verbs

As a rule, students are often too brief in their description of their skills, qualities and traits. Consult the following list of action verbs when writing your resume and describing your experience.

A HELPFUL STRATEGY FOR USING THESE VERBS:

Go through the entire list and check off all of the action verbs (skills) employers in your intended career field look for.

Go through the list a second time and check off all of the verbs you have used in the experiences you are describing on your resume.

Note the words that you have checked twice. Incorporate into your resume (and cover letters) the words that best sell your skills and abilities.

accelerated	assessed	collaborated	debated	elicited	founded	intervened	officiated	publicized	restored	stated	transmitted
accommodated	assisted	collected	debugged	eliminated	gained	interviewed	operated	published	resulted in	stimulated	traveled
accomplished	assumed	combined	deciphered	employed	gathered	introduced	orchestrated	purchased	retrieved	streamlined	treated
accounted for	assured	communicated	deferred	empowered	generated	invented	ordered	qualified	revamped	strengthened	tutored
achieved	attained	compared	defined	enabled	governed	inventoried	organized	queried	revealed	stripped	uncovered
acquired	attended	compiled	delegated	encouraged	graded	investigated	originated	questioned	reviewed	structured	unearthed
acted	audited	completed	deliberated	enforced	greeted	joined	overcame	quoted	revised	studied	unified
activated	augmented	computed	delivered	engineered	grossed	judged	overhauled	raised	revitalized	submitted	updated
adapted	authored	conceived	demonstrated	enhanced	guided	justified	oversaw	rated	revived	substantiated	upgraded
added	authorized	conceptualized	designated	enlisted	handled	labored	participated	realized	rewrote	suggested	used
addressed	awarded	conciliated	designed	enumerated	harnessed	launched	perceived	reasoned	routed	summarized	validated
adjusted	balanced	concluded	detailed	ensured	hastened	lectured	perfected	received	sanctioned	supervised	verified
administered	began	conditioned	detected	entered	headed	led	performed	recognized	satisfied	supplemented	vitalized
admitted	billed	conducted	determined	entertained	heightened	licensed	persuaded	recommended	saved	scheduled	welcomed
adopted	bolstered	confirmed	developed	envisioned	highlighted	linked	photographed	reconciled	scheduled	supplied	won
advanced	boosted	confronted	devised	established	hired	located	piloted	recorded	scouted	supported	wrote
advertised	bought	conserved	diagnosed	estimated	identified	maintained	pioneered	recruited	screened	surmounted	
advised	brainstormed	consolidated	digested	evaluated	illustrated	managed	placed	rectified	scrutinized	surpassed	
affected	briefed	constructed	diminished	examined	imagined	mapped	planned	reduced	secured	surveyed	
aided	brought	consulted	directed	executed	implemented	marketed	played	referred	selected	synthesized	
aligned	budgeted	continued	disbursed	exercised	improved	mastered	policed	refined	served	systematized	
alleviated	built	contracted	discovered	exhibited	improvised	maximized	predicted	reformed	serviced	tabulated	
allocated	calculated	contributed	dispatched	expanded	incorporated	measured	prepared	regulated	set up	tailored	
allowed	calibrated	controlled	dispensed	expedited	increased	mediated	prescribed	rehabilitated	shaped	targeted	
alphabetized	carried out	converted	displayed	experienced	indexed	mentored	presented	reinforced	shipped	taught	
altered	catalogued	convinced	disproved	explained	indicated	met	preserved	rejuvenated	shored up	teamed with	
amended	caught	cooperated	dissected	explored	influenced	minimized	presided	remedied	showed	tended	
analyzed	caused	coordinated	distributed	extracted	informed	mobilized	prevailed	remodeled	sifted	tested	
anticipated	certified	copied	diverted	fabricated	initiated	modeled	prioritized	rendered	simplified	tightened	
applied	chaired	corrected	drafted	facilitated	innovated	moderated	processed	renovated	sketched	timed	
appointed	changed	correlated	dramatized	familiarized	inspected	modernized	produced	reorganized	smoothed	took over	
appraised	charted	corresponded	drew	figured	inspired	modified	programmed	repaired	sold	totaled	
approved	checked	counseled	drew up	filtered	installed	monitored	projected	replaced	solicited	toured	
approximated	chose	counted	earned	finalized	instituted	motivated	promoted	reported	solved	tracked	
arbitrated	clarified	crafted	edited	financed	instructed	navigated	proofed	represented	sorted	trained	
argued	classified	created	educated	forecast	instrumented	negotiated	proposed	rescued	sought	transcribed	
arranged	cleared up	critiqued	effected	foresaw	insured	netted	protected	researched	spearheaded	transferred	
ascertained	closed	customized	electrified	formulated	integrated	observed	proved	resolved	specified	transformed	
assembled	coached	dealt	elevated	fostered	interpreted	obtained	provided	responded	spoke	translated	