

Action Verbs

A good resume requires strong verbs. Strong verbs are specific and convey the precise action you're describing. The following is a collection of verbs that can help you formulate your resume and other job application documents.

Most Useful

Activated, Adapted, Advertised, Advised, Advocated, Aided, Arranged, Assembled, Assessed, Bolstered, Briefed, Built, Cared, Chaired, Charged, Charted, Clarified, Coached, Completed, Composed, Concluded, Conducted, Consolidated, Consulted, Continued, Coordinated, Corrected, Correlated, Dealt, Debated, Edited, Educated, Eliminated, Encouraged, Enlisted, Established, Evaluated, Executed, Exercised, Expanded, Expedited, Explained, Facilitated, Fixed, Fostered, Generated, Guided, Handled, Helped, Implemented, Improved, Indexed, Influenced, Inspected, Inspired, Integrated, Interpreted, Interviewed, Inventoried, Investigated, Lectured, Led, Listened, Located, Maintained, Mapped, Marketed, Met (deadlines), Modified, Monitored, Motivated, Navigated, Negotiated, Observed, Obtained, Ordered, Organized, Perceived, Performed, Persuaded, Planned, Prepared, Preserved, Prioritized, Produced, Programmed, Promoted, Protected, Provided, Purchased, Ranked, Read, Recommended, Recorded, Reduced, Regulated, Reinforced, Related, Represented, Resolved, Responded, Restored, Revamped, Reviewed, Scheduled, Screened, Served, Set, Simplified, Solved, Spoke, Stimulated, Streamlined, Strengthened, Substituted, Summarized, Supported, Sustained, Synthesized, Tabulated, Taught, Trained, Visualized

Analyzed

Abstracted, Anticipated, Ascertained, Audited, Calculated, Compared, Computed, Conceptualized, Critiqued, Defined, Detected, Determined, Diagnosed, Discriminated, Dissected, Estimated, Examined, Figured, Graded, Judged, Predicted, Projected, Qualified, Reasoned, Researched, Scanned, Studied, Surveyed, Symbolized, Verified

Assisted

Brought, Collaborated, Contributed, Cooperated, Ensured, Participated, Referred

Communicated

Addressed, Answered, Corresponded, Expressed, Presented, Printed, Publicized, Quoted, Reported, Rewrote, Wrote

Counseled/Instructed/Learned

Applied, Comforted, Communicated, Demonstrated, Emphasized, Enabled, Enlightened, Familiarized, Informed, Manipulated, Prescribed, Reflected, Saved, Shared, Tutored, Validated

Created/Developed

Acted, Authored, Conceived, Constructed, Designed, Devised, Discovered, Drafted, Experimented, Fashioned, Financed, Formulated, Founded, Increased, Initiated, Innovated, Instituted, Introduced, Invented, Launched, Modeled, Originated, Pioneered, Proposed, Refined, Shaped, Styled

Improved/Increased

Accomplished, Achieved, Acquired, Advanced, Allowed, Assured

Attained, Conserved, Enlarged, Guaranteed, Mastered, Maximized
Minimized, Overcame, Perfected, Upgraded

Negotiated

Arbitrated, Bargained, Closed, Lobbied, Mediated, Merged, Reconciled

Operated/Repaired/Adjusted

Changed, Installed, Piloted, Ran, Replaced, Serviced, Transported, Upheld, Utilized

Organized

Accumulated, Balanced, Budgeted, Cataloged, Classified, Collated, Collected, Compiled, Copied,
Detailed, Developed, Displayed, Filed, Gathered, Graphed, Kept, Processed, Reproduced, Retrieved,
Revised, Routinized, Structured, Systemized

Served

Assisted, Attended, Catered, Delivered, Dispensed, Entertained, Furnished, Procured, Satisfied, Supplied

Sold

Auctioned, Bartered, Bought, Raised, Recruited

Supervised/Managed

Administered, Allocated, Approved, Assigned, Authorized, Confronted, Contracted, Controlled, Decided,
Delegated, Directed, Dispatched, Distributed, Enforced, Fired, Followed (through), Governed, Headed,
Hired, Instructed, Mentored, Oversaw, Presided, Retained, Selected, Updated



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