

Resume Action Words

Management/Leadership

Accelerated	Coordinated	Hired	Oversaw
Administered	Decided	Improved	Planned
Analyzed	Delegated	Increased	Prepared
Appointed	Designated	Initiated	Presided
Assigned	Directed	Judged	Prioritized
Attained	Enforced	Led	Produced
Chaired	Evaluated	Lobbied	Recommended
Conducted	Executed	Managed	Restructured
Consolidated	Facilitated	Maximized	Scheduled
Contracted	Governed	Motivated	Strengthened
Controlled	Harmonized	Named	Supervised

Communication

Addressed	Drafted	Negotiated	Recruited
Advised	Edited	Participated	Reported
Arbitrated	Enlisted	Persuaded	Revamped
Authored	Formulated	Presented	Rewrote
Briefed	Influenced	Printed	Spoke
Collaborated	Interpreted	Promoted	Summarized
Communicated	Lectured	Published	Talked
Consulted	Mediated	Publicized	Translated
Corresponded	Moderated	Read	Updated
Documented	Motivated	Reconciled	Wrote

Research

Advanced	Evaluated	Interviewed	Surveyed
Analyzed	Examined	Investigated	Synthesized
Collected	Explored	Located	Systematized
Compared	Extracted	Organized	Tabulated
Conducted	Gathered	Read	Tested
Critiqued	Identified	Reviewed	Uncovered
Diagnosed	Inspected	Studied	Verified
Discovered	Interpreted	Summarized	

Technical

Adjusted	Designed	Manufactured	Repaired
Assembled	Devised	Mapped	Serviced
Built	Dissected	Navigated	Solved
Calibrated	Engineered	Operated	Trained
Coded	Fabricated	Overhauled	Upgraded
Computed	Installed	Programmed	Utilized
Computerized	Launched	Redesigned	
Constructed	Maintained	Remodeled	

Teaching

Adapted	Counseled	Explained	Schooled
Advised	Developed	Facilitated	Served
Assisted	Enabled	Graded	Set goals
Communicated	Encouraged	Informed	Stimulated
Consulted	Enforced	Initiated	Taught
Cooperated	Evaluated	Instructed	Trained

Financial

Administered	Calculated	Investigated	Projected
Allocated	Checked	Managed	Quantified
Analyzed	Computed	Marketed	Ranked
Appraised	Evaluated	Memorized	Researched
Audited	Financed	Ordered	Selected
Balanced	Forecasted	Organized	Verified
Budgeted	Inspected	Planned	

Creative

Acted	Developed	Illustrated	Originated
Arranged	Devised	Improvised	Performed
Composed	Drew	Instituted	Predicted
Conceptualized	Entertained	Integrated	Produced
Cooked	Established	Introduced	Revitalized
Created	Fashioned	Invented	Shaped
Demonstrated	Founded	Made	Sketched
Designed	Generated	Modeled	Transcended

Helping

Aided	Counseled	Guided	Represented
Assessed	Demonstrated	Helped	Saved
Assisted	Educated	Mentored	Suggested
Clarified	Expedited	Referred	
Coached	Familiarized	Rehabilitated	

Clerical or Detail

Approved	Defined	Prepared	Specified
Arranged	Dispatched	Processed	Systematized
Catalogued	Executed	Proofread	Tabulated
Classified	Generated	Purchased	Validated
Collated	Implemented	Recorded	
Collected	Inspected	Retrieved	
Compiled	Monitored	Screened	

Results Achieved

Adapted	Furnished	Recommended	Submitted
Attained	Implemented	Reduced	Succeeded
Completed	Improved	Revamped	Superseded
Contributed	Increased	Revised	Supported
Cut	Introduced	Revitalized	Transferred
Decreased	Lowered	Risked	Tripled
Delivered	Maintained	Saved	Trouble-shot
Distinguished	Multiplied	Simplified	Uncovered
Diversified	Opened	Sold	Unified
Doubled	Pioneered	Solved	Upgraded
Earned	Proposed	Stimulated	Utilized
Eliminated	Provided	Streamlined	Widened
Established	Raised	Strengthened	Won
Expanded	Realized	Structured	