

## Resume Action Words

### **Management/Leadership**

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

### **Communication**

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

### **Research**

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

### **Technical**

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

### **Teaching**

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

**Financial**

Administered  
 Allocated  
 Analyzed  
 Appraised  
 Audited  
 Balanced

Budgeted  
 Calculated  
 Checked  
 Evaluated  
 Financed  
 Forecast

Inspected  
 Investigated  
 Managed  
 Marketed  
 Memorized  
 Ordered

Organized  
 Planned  
 Projected  
 Researched  
 Selected  
 Verified

**Creative**

Acted  
 Arranged  
 Composed  
 Conceptualized  
 Cooked  
 Created  
 Demonstrated  
 Designed

Developed  
 Devised  
 Drew  
 Entertained  
 Established  
 Fashioned  
 Founded  
 Generated

Illustrated  
 Improvised  
 Instituted  
 Integrated  
 Introduced  
 Invented  
 Made  
 Modeled

Originated  
 Performed  
 Predicted  
 Produced  
 Revitalized  
 Shaped  
 Sketched

**Helping**

Aided  
 Assessed  
 Assisted  
 Clarified  
 Coached

Counseled  
 Demonstrated  
 Educated  
 Expedited  
 Familiarized

Guided  
 Helped  
 Mentored  
 Referred  
 Rehabilitated

Represented  
 Saved  
 Suggested

**Clerical or Detail**

Approved  
 Arranged  
 Catalogued  
 Classified  
 Collated  
 Compiled

Dispatched  
 Executed  
 Generated  
 Implemented  
 Monitored  
 Prepared

Processed  
 Proofread  
 Purchased  
 Recorded  
 Retrieved  
 Screened

Specified  
 Systematized  
 Tabulated  
 Validated

**Results Achieved**

Adapted  
 Attained  
 Completed  
 Contributed  
 Cut  
 Decreased  
 Doubled  
 Eliminated  
 Established  
 Expanded  
 Furnished  
 Implemented  
 Improved

Increased  
 Introduced  
 Lowered  
 Maintained  
 Multiplied  
 Opened  
 Proposed  
 Provided  
 Raised  
 Realized  
 Recommended  
 Reduced  
 Revamped

Revised  
 Revitalized  
 Risked  
 Saved  
 Simplified  
 Sold  
 Solved  
 Stimulated  
 Streamlined  
 Strengthened  
 Structured  
 Submitted  
 Succeeded

Supported  
 Transferred  
 Tripled  
 Trouble-shot  
 Uncovered  
 Unified  
 Upgraded  
 Utilized  
 Widened  
 Won