ACTION VERBS
FOR YOUR RESUME
DIVIDED BY SKILLSET

ANALYSIS

- Analyzed
- Appraised
- Assessed
- Audited
- Calculated
- Catalogued
- Clarified
- Classified
- Compared
- Compiled
- Computed
- Critiqued
- Detected
- Diagnosed
- Discovered
- Dissected
- Evaluated
- Examined
- Explored
- Forecasted
- Graphed
- Indentified
- Indexed
- Inspected
- Interpreted
- Investigated
- Mapped
- Observed
- Predicted
- Processed
- Read
- Reconciled
- Recorded
- Researched
- Reviewed
- Screened
- Studied
- Summarized
- Synthesized
- Tabulated
- Tested
- Validated

COLLABORATION

- Assisted
- Collaborated
- Connected
- Contributed
- Cooperated
- Coordinated
- Encouraged
- Fostered
- Gathered
- Helped
- Mentored
- Participated
- Related
- Represented
- Served
- Supported
- Volunteered

CREATIVITY

- Advertised
- Composed
- Created
- Decorated
- Designed
- Drafted
- Dramatized
- Drew
- Edited
- Entertained
- Illustrated
- Modeled
- Painted
- Performed
- Produced
- Reproduced

COMMUNICATION

- Advocated
- Called
- Communicated
- Consulted
- Contacted
- Counseled
- Debated
- Defended
- Delivered
- Discussed
- Explained
- Influenced
- Interviewed
- Introduced
- Lectured
- Listened
- Mediated
- Negotiated
- Persuaded
- Preached
- Presented
- Promoted
- Publicized
- Published
- Recommended
- Reported
- Responded
- Shared
- Spoke
- Translated
- Wrote

EDUCATION

- Coached
- Counseled
- Educated
- Guided
- Instructed
- Learned
- Mentored
- Taught
- Trained
- Tutored

INNOVATION

- Adapted
- Advanced
- Alleviated
- Changed
- Conceived
- Defined
- Determined
- Eliminated
- Enhanced
- Fixed
- Improved
- Increased
- Invented
- Judged
- Justified
- Modified
- Motivated
- Reduced
- Refined
- Reformed
- Renewed
- Reorganized
- Repaired
- Resolved
- Restored
- Revised
- Shaped
- Simplified
- Solved
- Streamlined
- Sustained

REMINDER:
Use different action verbs for each bullet point for variety! Try to avoid using the same ones

ACTION VERBS
FOR YOUR RESUME

DIVIDED BY SKILLSET

LEADERSHIP

Initiated	Administered
Launced	Allocated
Led	Approved
Managed	Arbitrated
Moderated	Arranged
Opened	Assigned
Organized	Balanced
Oversaw	Delegated
Presided	Directed
Prioritized	Faciliated
Recruited	Founded
Scheduled	Guided
Supervised	Held
Unified	Hosted

OPERATIONS

Activated	Integrated
Acquired	Maintained
Assembled	Manipulated
Built	Obtained
Collected	Operated
Combined	Ordered
Constructed	Produced
Controlled	Purchased
Developed	Saved
Distributed	Secured
Expanded	Selected
Expedited	Sorted
Implemented	Updated
Installed	Utilized

MARKETING

Advertised	Publicized
Demonstrated	Raised
Exhibited	Recruited
Influenced	Represented
Persuaded	Sold
Promoted	

PROBLEM-SOLVING

Adapted	Increased	Repaired
Advanced	Invented	Resolved
Alleviated	Judged	Restored
Changed	Justified	Revised
Conceived	Modified	Shaped
Defined	Motivated	Simplified
Determined	Reduced	Solved
Eliminated	Refined	Streamlined
Enhanced	Reformed	Sustained
Fixed	Renewed	
Improved	Reorganized	

TIP:
Having trouble thinking of skills to add to your resume? Use these action verbs to brainstorm!

PLANNING

Anticipated	Planned
Budgeted	Prepared
Conducted	Programmed
Devised	Proposed
Estimated	Structured
Formulated	Targeted