

ACTION VERBS FOR RESUME

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Fresh Idea!

Here is a list of common action verbs commonly used in résumés. There are many more you can select from; however, this list should help you construct a résumé that will give you a competitive edge. The action words are in past tense, but you can also use them in present tense when identifying your current employer.

A

Accelerated
Accomplished
Analyzed
Assisted
Assembled
Advised

B

Budgeted
Built
Balanced
Briefed

C

Customized
Collaborated
Consolidated
Contributed
Coordinated
Convinced
Created
Communicated
Coached
Conceptualized
Conducted
Consulted
Centralized





D

Developed *Fresh idea!*
Directed
Distributed
Delivered
Documented
Demonstrate
Drafted
Delegated
Determined

E

Evaluated
Established
Expanded
Eliminated
Executed
Ensured
Edited
Educated
Estimated
Examined

F

Facilitated
Forecasted
Formulated
Furnished
Fixed

G

Gathered
Generated
Guided
Governed

H

Handled
Helped
Hired
Hosted





I

Innovated
Integrated
Interviewed
Implemented
Investigated
Illustrated
Identified
Improved

J

Judged
Joined

K

Kept

L

Lowered
Launched
Led
Lectured
Located
Logged

M

Monitored
Maintained
Motivated
Merged
Manipulated
Modified
Measured
Marketed
Measured
Managed
Mentored

N

Negotiated
Navigated

O

Outsourced
Observed
Operated
Organized
Oversaw





Opened
Ordered
Originated

P

Performed
Participated
Prioritized
Presented
Planned
Prepared
Projected
Proofread
Proposed
Provided
Prevented
Processed

Q

Questioned
Qualified

R

Reviewed
Received
Recruited
Reduced
Reorganized
Reported
Retrieved
Researched
Recommended
Repaired
Resolved
Reconciled
Restored





S

Strategized

Saved

Spearheaded

Searched

Simplified

Scheduled

Separated

Solved

Served

Staffed

Summarized

Supervised

Supported

Streamlined

Strengthened

Staffed

Studied

T

Troubleshoot

Transmitted

Terminated

Targeted

Tracked

Transformed

Traveled

Tutored

Tested

Translated

U

Updated

Upgraded

Uncovered

United

Utilized

V

Verbalized

Validated

Verified

Volunteered

W

Worked

Weighed





THANK YOU

