

Action Words

Use action words to **illustrate your skills**. Each statement in your résumé should begin with an action word. Use present tense for current positions and past tense for previous ones.

Communication

addressed	corresponded	joined	publicized
advertised	critiqued	lectured	reasoned
arbitrated	defined	linked	recommended
arranged	described	listened	reinforced
articulated	discussed	marketed	reported
clarified	edited	mediated	represented
collaborated	elicited	moderated	revised
communicated	explained	negotiated	solicited
conferred	expressed	participated	spoke
consulted	formulated	perused	suggested
contacted	informed	presented	summarized
contributed	interacted	promoted	synthesized
conveyed	interviewed	proposed	translated
convinced	involved		

Creative

abstracted	developed	illustrated	orchestrated
acted	devised	improvised	originated
adapted	directed	initiated	performed
authored	displayed	innovated	photographed
combined	drafted	inspired	revamped
composed	entertained	introduced	shaped
conceptualized	envisioned	invented	solved
created	fashioned	launched	tailored
customized	founded	modeled	visualized
designed	generated	modernized	wrote

Financial

acquired	calculated	invested	reduced
adjusted	computed	issued	regulated
administered	corrected	maximized	retrieved
allocated	decreased	minimized	specified
apportioned	determined	multiplied	submitted
appraised	disbursed	planned	tabulated
approximated	enumerated	prepared	tested
assessed	estimated	projected	validated
audited	figured	rated	
balanced	forecasted	realized	
budgeted	increased	reconciled	

Helping

accommodated	counseled	helped	satisfied
advocated	dedicated	prevented	smoothed
aided	eased	provided	supplemented
alleviated	elevated	referred	supported
ameliorated	empowered	reformed	sustained
assisted	encouraged	rehabilitated	volunteered
bolstered	expedited	relieved	
boosted	fostered	remedied	
cared for	furthered	revitalized	
cooperated	guided		

Leadership

accomplished	developed	improved	reorganized
achieved	directed	increased	reviewed
administered	eliminated	influenced	salvaged
advanced	enforced	instituted	saved
appointed	enhanced	launched	scheduled
attained	established	led	screened
chaired	exceeded	managed	secured
consolidated	excelled	motivated	selected
controlled	expanded	oversaw	sought
coordinated	fine-tuned	planned	spearheaded
cut	generated	prioritized	streamlined
decided	grew	produced	strengthened
delegated	handled	raised	succeeded
demonstrated	hired	recovered	surpassed
designated	hosted	recruited	

Organization

accelerated	corrected	integrated	purchased
accomplished	customized	logged	recorded
addressed	devised	maintained	refined
approved	dispatched	maximized	reserved
arranged	distributed	mobilized	resolved
assigned	enlisted	modified	responded
brainstormed	executed	monitored	scheduled
catalogued	filed	organized	screened
categorized	finalized	planned	set up
coded	followed	prepared	standardized
compiled	formulated	prioritized	systematized
completed	generated	processed	tabulated
configured	implemented	procured	updated
contracted	incorporated		verified

Research

analyzed	converted	extrapolated	questioned
catalogued	correlated	formulated	researched
benchmarkmarked	deciphered	gathered	reviewed
branded	determined	identified	recognized
critiqued	documented	indexed	searched
classified	diagnosed	inspected	solved
collected	evaluated	interpreted	studied
compared	examined	investigated	submitted
concluded	experimented	measured	substantiated
conducted	explored	linked	surveyed
confirmed	extracted	queried	synthesized

Teaching

adapted	developed	explained	persuaded
adopted	educated	facilitated	schooled
advised	empowered	guided	stimulated
briefed	enabled	individualized	taught
coached	encouraged	influenced	tested
coordinated	enriched	instructed	trained
counseled	evaluated	motivated	tutored

Technical

adapted	converted	installed	remodeled
applied	debugged	maintained	repaired
assembled	deconstructed	modeled	restored
built	designed	operated	specialized
calculated	engineered	overhauled	upgraded
computed	fixed	programmed	utilized
constructed	fortified	redesigned	

