

ACTION VERBS

Action verbs can help you transform your resume from a simple list of job duties to a dynamic picture of your achievements and abilities. The list of suggested action verbs below may help you identify your skills and accomplishments. Since all job tasks involve some combination of people, ideas, information, things and procedures, we have arranged the words in those categories.

PEOPLE

Accomplished	Chaired	Enabled	Led	Referred
Achieved	Coached	Encouraged	Managed	Rehabilitated
Activated	Collaborated	Explained	Mediated	Screened
Adapted	Conducted	Governed	Motivated	Stimulated
Addressed	Consulted	Guided	Negotiated	Supervised
Administered	Coordinated	Hired	Organized	Surveyed
Advised	Counseled	Identified	Persuaded	Taught
Affected	Delegated	Influenced	Presided	Trained
Analyzed	Diagnosed	Inspired	Promoted	
Arranged	Directed	Interviewed	Recommended	
Assisted	Educated	Introduced	Recruited	

IDEAS AND INFORMATION

Adapted	Coordinated	Forecasted	Marketed	Recommended
Advertised	Created	Illustrated	Modified	Recorded
Analyzed	Defined	Implemented	Monitored	Rectified
Applied	Demonstrated	Initiated	Negotiated	Related
Assessed	Devised	Innovated	Obtained	Researched
Authored	Edited	Instituted	Presented	Solved
Balanced	Established	Integrated	Processed	Standardized
Budgeted	Evaluated	Interpreted	Promoted	Surveyed
Clarified	Exchanged	Launched	Proposed	Synthesized
Communicated	Executed	Maintained	Publicized	Translated
Conceived	Explained	Manipulated	Published	Wrote

THINGS AND PROCEDURES

Built	Diversified	Expedited	Indexed	Repaired
Calculated	Drafted	Fabricated	Innovated	Revised
Compiled	Eliminated	Facilitated	Installed	Scheduled
Completed	Engineered	Formulated	Invented	Specified
Constructed	Established	Generated	Operated	Streamlined
Created	Evaluated	Identified	Programmed	Systematized
Decreased	Examined	Improved	Purchased	Upgraded
Designed	Expanded	Increased	Reduced	