

Resume Action Words

Try to use the following words when writing your resume statements. These words will give your resume impact and effectively communicate your accomplishments.

Achieved	Critiqued	Dispatched	Fund-raised
Approved	Calculated	Evaluated	Gathered
Accepted	Computed	Executed	Generated
Accumulated	Contained	Expanded	Guided
Acted	Coached	Edited	Handled
Advised	Competent	Examined	Headed
Allocated	Communicated	Extracted	Helped
Appraised	Conceptualized	Engineered	Hired
Appointed	Created	Enabled	Hypothesized
Assessed	Counseled	Encouraged	Honoured as
Assisted	Classified	Explained	Identified
Acquired	Catalogued	Eliminated	Illustrated
Alleviated	Compiled	Established	Imagined
Anticipated	Composed	Educated	Improvised
Applied	Contributed	Expedited	Improved
Amended	Consulted	Elected	Initiated
Arranged	Contracted	Employed	Innovated
Authored	Chartered	Endured	Inspired
Assembled	Constructed	Enforced	Instructed
Assigned	Completed	Enlarged	Interpreted
Attained	Dealt with	Entertained	Integrated
Addressed	Decided	Estimated	Interviewed
Advised	Defined	Exhibited	Invented
Adapted	Delegated	Experimented	Investigated
Audited	Delivered	Expressed	Increased
Acted/Functioned	Demonstrated	Evaluated	Influenced
Bargained	Designated	Enlarged	Inspected
Briefed	Designed	Effectuated	Informed
Budgeted	Determined	Expertise	Introduced
Built	Developed	Experienced in	Implemented
Balanced	Devised	Extensive training	Instrumental in
Chaired	Directed	Familiar with	Installed
Changed	Dispensed	Focused	Initially employed
Controlled	Displayed	Formulated	Judged
Consolidated	Distributed	Fabricated	Justified
Coordinated	Documented	Facilitated	Knowledge of
Corresponded	Dramatized	Fashioned	Launched
Clarified	Drafted	Founded	Lectured
Collected	Diagnosed	Familiarized	Learned
Conducted	Decreased	Finalized	Listened

Located	Presented	Researched	Synthesized
Made	Prevented	Resolved	Studied
Maintained	Problem-solved	Reviewed	Strengthened
Managed	Processed	Revised	Streamlined
Mapped	Produced	Revitalized	Summarized
Marketed	Programmed	Reconciled	Surveyed
Measured	Promoted	Repaired	Systematized
Mediated	Proposed	Restructured	Structured
Monitored	Protected	Replaced	Saved
Motivated	Published	Reported	Shaped
Moderated	Pinpointed	Remodeled	Successful in
Modified	Prioritized	Reduced	Subcontracted
Negotiated	Projected	Reversed	Successful in
Observed	Purchases	Recorded	Specialized in
Obtained	Provided technical	Retrieved	Sorted
Operated	Proven track	Reinforced	Simplified
Organized	record	Represented	Suggested
Originated	Proficient	Recipient of	Taught
Oversaw	Questioned	Scheduled	Transferred
Participated	Raised	Selected	Translated
Performed	Reasoned	Serviced	Tested
Piloted	Recommended	Shared	Treated
Perfected	Recruited	Specified	Tolerated
Persuaded	Referred	Spoke	Trouble-shot
Planned	Regulated	Supervised	Tutored
Predicted	Rehabilitated	Solved	Terminated
Prepared	Reorganized	Supported	