

ACTION VERBS For Resume Bullet Points

When promoting yourself to future employers, you should express your skills, assets, experiences, and accomplishments in an active voice. As you create your written statements, begin each descriptive statement with variety of strong action verbs. The following is a sample list of action verbs you can use to create the statements that will reflect your discipline and skills, as well as enhance your resume.

Communicating

Example: *Presented "Developing our Diamonds" to 9 school board members to promote involvement and fundraising*

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared Up	Dramatized	Instructed	Referred	Submitted	Wrote
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Executing

Example: *Collected monthly reading updates from 22 students and provided the information to parents with reading strategies for their child*

Acted	Conducted	Forwarded	Merchandised	Proofed	Stocked
Administered	Displayed	Handled	Operated	Prospected	Transacted
Carried out	Distributed	Input	Performed	Proved	
Collected	Entered	Installed	Processed	Shipped	
Completed	Exercised	Labored	Produced	Sold	

Getting Results

Example: *Increased student math scores by an average of 45% from beginning to end of semester*

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Helping

Example: *Provided academic support for 30+ at-risk middle school students through a comprehensive after-school program*

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated

Leading

Example: *Fostered a creative and encouraging environment for students to learn autonomously and within teams*

Accelerated	Disproved	Fostered	Involved	Promoted	Trained
Assumed	Elected	Founded	Led	Raised Recognized for	Transformed
Caused	Employed	Guided	Managed	Set goals	Visualized
Chaired	Empowered	Hired	Mentored	Spearheaded	
Changed	Encouraged	Influenced	Motivated	Stimulated	
Conducted	Enlisted	Initiated	Originated	Strengthened	
Directed	Envisioned	Inspired	Pioneered	Supervised	

Managing

Example: *Developed and executed a high school leadership institute for 50+ students*

Administered	Contracted	Directed	Organized	Scheduled	Tightened
Analyzed	Consolidated	Evaluated	Planned	Strategized	Traced
Assigned	Coordinated	Executed	Prioritized	Strengthened	Updated
Attained	Delegated	Improved	Produced	Supervised	
Chaired	Developed	Increased	Recommended	Supplied	

Organizing

Example: *Coordinated the development and execution of a 4-week unit lesson plan on the structure and logistics of the U.S. government*

Acquired	Assigned	Contracted	Housed	Obtained	Scheduled
Activated	Authorized	Coordinated	Implemented	Ordered	Selected
Adjusted	Cataloged	Customized	Incorporated	Organized	Secured
Allocated	Centralized	Delegated	Instituted	Procured	Simplified
Altered	Charted	Designated	Issued	Programmed	Sought
Appointed	Classified	Designed	Linked	Recruited	Straightened
Arranged	Collected	Dispatched	Logged	Rectified	Suggested
Assembled	Committed	Established	Mapped out	Retrieved	Tracked
Assessed	Confirmed	Facilitated	Neatened	Routed	

Problem Solving

Example: *Created a new assessment method to gauge classroom learning which included teamwork, interaction, and testing*

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Example: *Maximized learning for all 24 students including 3 TAG students and 4 students with IEPs*

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

Researching

Example: *Identified core-learning objectives for each lesson to ensure learning and retention of those points*

Clarified	Evaluated	Interpreted	Qualified	Surveyed	Verified
Collected	Examined	Interviewed	Reviewed	Tested	
Critiqued	Extracted	Inspected	Summarized	Theorized	
Diagnosed	Identified	Investigated	Systemized	Uncovered	

Supervising

Example: *Supervised the implementation of classroom behavior management techniques with classes of 15-35+ students*

Adjusted	Correlated	Inspected	Monitored	Regulated	Supplied
Analyzed	Developed	Indexed	Officiated	Reviewed	Tightened
Apportioned	Discovered	Judged	Overhauled	Revised	Traced
Assessed	Established	Licensed	Oversaw	Screened	Updated
Certified	Examined	Maintained	Policed	Set	
Compared	Explored	Measured	Prohibited	Scrutinized	
Corrected	Graded	Modified	Refined	Supervised	