

RESUME

Action Verb Statements

When promoting yourself to future employers through a resume, you should express your skills, assets, experiences, and accomplishments in an active voice. Begin each descriptive statement with a strong action verb that describes what you did. As you create your statements, use a variety of action verbs throughout. 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 a public policy research study at a national conference*

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: *Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates, and bill procedures*

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 participation in campus workshops by 25% over a 6-month period*

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: *Trained 10 new employees, within a 2-year period, on the day-to-day operations of the organization*

Accelerated	Disproved	Fostered	Involved	Promoted	Trained
Assumed	Elected	Founded	Led	Raised Recognized for	Transformed Visualized
Caused	Employed	Guided	Managed	Set goals	
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 a class of 250 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 weekly executive team meetings for five student leaders*

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	Chartered	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	

Planning

Example: *Developed and implemented a training program that resulted in a 45% increase in employee satisfaction*

Administered	Developed	Formulated	Prepared	Revised	
Anticipated	Devised	Identified	Prioritized	Strategized	
Commissioned	Evaluated	Observed	Researched	Studied	
Determined	Forecasted	Planned	Reserved	Tailored	

Problem Solving

Example: *Created a new method of data collection, decreasing wait time from eight to two days*

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: *Converted files from COBAL to JAVA in order to increase compatibility with current systems*

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: *Collected 10 water samples from the Iowa River and inspected them for a local River Clean-Up initiative*

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

Supervising

Example: *Developed and supervised the implementation of new computer filing system that reduced paper use by 35%*

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	