

## Resume Writing – Action Verbs

Use strong action verbs (in the correct tense) to describe your experience, responsibilities, and duties on your resume. **Strong** action verbs help you appear more **confident**. The **specificity** allows you to be **concise** and **exact**. These examples are just a place to start; draw from your class experience and think of tasks specific to your program to come up with action verbs that fit your background.

Communication:	Relationships:	Analysis:	Leadership:	Initiative:
<ul style="list-style-type: none"> <li>Adapted</li> <li>Approved</li> <li>Communicated</li> <li>Composed</li> <li>Consulted</li> <li>Created</li> <li>Critiqued</li> <li>Demonstrated</li> <li>Discussed</li> <li>Drafted</li> <li>Edited</li> <li>Influenced</li> <li>Interviewed</li> <li>Lectured</li> <li>Narrated</li> <li>Negotiated</li> <li>Persuaded</li> <li>Presented</li> <li>Promoted</li> <li>Proposed</li> <li>Published</li> <li>Reported</li> <li>Revamped</li> <li>Reviewed</li> <li>Revised</li> <li>Selected</li> <li>Summarized</li> <li>Translated</li> <li>Updated</li> <li>Wrote</li> </ul>	<ul style="list-style-type: none"> <li>Advised</li> <li>Advocated</li> <li>Collaborated</li> <li>Communicated</li> <li>Contributed</li> <li>Counseled</li> <li>Educated</li> <li>Enlisted</li> <li>Facilitated</li> <li>Guided</li> <li>Influenced</li> <li>Instructed</li> <li>Listened</li> <li>Mediated</li> <li>Negotiated</li> <li>Participated</li> <li>Persuaded</li> <li>Recommended</li> <li>Reconciled</li> <li>Resolved</li> <li>Served</li> <li>Supported</li> <li>Trained</li> </ul> <p><b>Creativity:</b></p> <ul style="list-style-type: none"> <li>Animated</li> <li>Brainstormed</li> <li>Composed</li> <li>Conceived</li> <li>Conceptualized</li> <li>Created</li> <li>Designed</li> <li>Developed</li> <li>Integrated</li> <li>Synthesized</li> <li>Visualized</li> </ul>	<ul style="list-style-type: none"> <li>Addressed</li> <li>Adjusted</li> <li>Analyzed</li> <li>Approved</li> <li>Assessed</li> <li>Attained</li> <li>Budgeted</li> <li>Calculated</li> <li>Categorized</li> <li>Collected</li> <li>Compared</li> <li>Compiled</li> <li>Computed</li> <li>Defined</li> <li>Estimated</li> <li>Evaluated</li> <li>Forecast</li> <li>Gathered</li> <li>Interpreted</li> <li>Maintained</li> <li>Processed</li> <li>Reconciled</li> <li>Reflected</li> <li>Reinforced</li> <li>Repaired</li> <li>Researched</li> <li>Screened</li> <li>Serviced</li> <li>Solved</li> </ul>	<ul style="list-style-type: none"> <li>Administered</li> <li>Advised</li> <li>Approved</li> <li>Assigned</li> <li>Conducted</li> <li>Controlled</li> <li>Coordinated</li> <li>Counseled</li> <li>Decided</li> <li>Defined</li> <li>Delegated</li> <li>Directed</li> <li>Educated</li> <li>Enforced</li> <li>Enlisted</li> <li>Established</li> <li>Expanded</li> <li>Founded</li> <li>Guided</li> <li>Instructed</li> <li>Led</li> <li>Managed</li> <li>Motivated</li> <li>Organized</li> <li>Planned</li> <li>Prepared</li> <li>Proposed</li> <li>Recommended</li> <li>Scheduled</li> <li>Stimulated</li> <li>Structured</li> <li>Supervised</li> <li>Trained</li> </ul>	<ul style="list-style-type: none"> <li>Accomplished</li> <li>Achieved</li> <li>Compiled</li> <li>Completed</li> <li>Defined</li> <li>Established</li> <li>Expanded</li> <li>Expedited</li> <li>Founded</li> <li>Generated</li> <li>Implemented</li> <li>Improved</li> <li>Increased</li> <li>Initiated</li> <li>Inspected</li> <li>Launched</li> <li>Perceived</li> <li>Produced</li> <li>Proposed</li> <li>Provided</li> <li>Reduced</li> <li>Stimulated</li> <li>Succeeded</li> <li>Utilized</li> </ul>