

Action Verbs

Use strong action verbs (in the correct tense) to describe your experience and accomplishments 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 related to your program to come up with action verbs specific to your background.

Analysis	Communication	Creativity	Initiative	Leadership	Relationships
Addressed	Adapted	Animated	Accomplished	Administered	Advised
Adjusted	Addressed	Arranged	Achieved	Advised	Advocated
Analyzed	Approved	Brainstormed	Compiled	Approved	Arbitrated
Approved	Authored	Composed	Completed	Assigned	Collaborated
Assessed	Clarified	Conceived	Defined	Attained	Communicated
Attained	Communicated	Conceptualized	Established	Chaired	Contributed
Budgeted	Composed	Created	Expanded	Conducted	Counseled
Calculated	Consulted	Designed	Expanded	Controlled	Discussed
Categorized	Corresponded	Developed	Expedited	Coordinated	Educated
Collected	Critiqued	Engineered	Founded	Counseled	Enlisted
Compared	Demonstrated	Established	Founded	Decided	Facilitated
Compiled	Directed	Founded	Generated	Defined	Guided
Computed	Drafted	Illustrated	Implemented	Delegated	Influenced
Critiqued	Edited	Imagined	Improved	Demonstrated	Instructed
Defined	Expressed	Integrated	Improved	Directed	Listened
Diagnosed	Formulated	Introduced	Increased	Educated	Mediated
Documented	Influenced	Invented	Initiated	Encouraged	Negotiated
Estimated	Informed	Planned	Inspected	Enforced	Participated
Evaluated	Interviewed	Publicized	Launched	Enlisted	Persuaded
Examined	Lectured	Revitalized	Perceived	Enlisted	Recommended
Gathered	Moderated	Synthesized	Produced	Established	Reconciled
Identified	Narrated	Visualized	Produced	Guided	Resolved
Interpreted	Negotiated		Proposed	Informed	Served
Located	Persuaded		Provided	Instituted	Supported
Maintained	Presented		Reduced	Instructed	Trained
Measured	Promoted		Stimulated	Led	
Processed	Proposed		Succeeded	Managed	
Reconciled	Publicized		Utilized	Motivated	
Repaired	Published			Organized	
Researched	Recorded			Planned	
Reviewed	Reported			Prepared	
Serviced	Revamped			Prioritized	
Solved	Reviewed			Proposed	
Summarized	Revised			Recommended	
Surveyed	Selected			Reviewed	
Synthesized	Summarized			Scheduled	
	Translated			Stimulated	