

Resume Action Verbs

POSITIVE IMPACT

Accomplishment

achieved	attained	awarded	competed	completed	earned	effected
ensured	exceeded	executed	generated	mastered	obtained	pioneered
produced	recognized	resulted	resolved	solicited	succeeded	won

Improvement

accelerated	automated	consolidated	corrected	developed	eliminated	enhanced
expanded	expedited	increased	gained	learned	reduced	reorganized
restored	restructured	simplified	streamlined	strengthened	transformed	upgraded

ANALYTICAL

Research

collected	conducted	defined	detected	discovered	examined	experimented
explored	extracted	found	gathered	identified	inspected	investigated
located	measured	modeled	observed	reviewed	searched	studied
surveyed	tested	tracked				

Analyze & Evaluate

analyzed	assessed	calculated	cataloged	categorized	clarified	classified
compared	compiled	critiqued	derived	determined	diagnosed	estimated
evaluated	formulated	interpreted	prescribed	organized	rated	recommended
reported	summarized	systematized	tabulated			

Technical

assembled	built	coded	computed	constructed	converted	debugged
designed	diagnosed	engineered	fabricated	installed	maintained	operated
printed	programmed	proved	rectified	regulated	repaired	resolved
restored	specified	standardized	systematized	tested	upgraded	

Financial

adjusted	allocated	appraised	audited	balanced	budgeted	calculated
compiled	conserved	controlled	disbursed	estimated	figured	financed
forecasted	netted	projected	reconciled			

Data & Things

consolidated	distributed	eliminated	grouped	implemented	incorporated	logged
merged	monitored	obtained	ordered	planned	regulated	reviewed
routed	standardized	structured	systematized	updated	verified	

COMMUNICATION

Verbal & Written

addressed	articulated	authored	briefed	clarified	conveyed	composed
condensed	corresponded	described	discussed	drafted	edited	expressed
formulated	informed	instructed	interacted	interpreted	notified	outlined
reconciled	reinforced	reported	presented	proposed	specified	translated

Promote & Influence

advertised	arbitrated	communicated	conferred	consulted	contacted	convinced
enlisted	elicited	influenced	interviewed	marketed	moderated	motivated
persuaded	promoted	publicized	represented	recruited	solicited	suggested

LEADERSHIP

Lead & Manage

administered	appointed	approved	assigned	authorized	chaired	conducted
contracted	controlled	coordinated	decided	delegated	directed	developed
enforced	ensured	evaluated	executed	headed	hired	hosted
implemented	instituted	overhauled	oversaw	prioritized	recruited	represented
strategized	supervised	trained				

Plan & Organize

anticipated	arranged	contacted	convened	coordinated	logged	obtained
ordered	planned	prepared	processed	purchased	recorded	registered
reserved	scheduled	verified				

TEAMWORK

Admin Support & Customer Service

aided	answered	arranged	catalogued	categorized	collated	collected
coordinated	distributed	ensured	expedited	explained	filed	greeted
handled	informed	implemented	maintained	ordered	organized	performed
prepared	processed	provided	purchased	recorded	received	resolved
scheduled	served	supported	tabulated			

Collaborate & Build Relationships

collaborated	consulted	cooperated	coordinated	liaised	reached out
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verb + object + with # group members (“Organized fundraising event with 4 co-members...”)
verb + object + in a team of # group members (“Created media campaign in a team of 5 interns”)

INITIATIVE

Create & Modify

authored	built	combined	conceived	constructed	created	customized
designed	developed	devised	established	formed	formulated	founded
generated	initiated	integrated	introduced	invented	launched	originated
produced	shaped	visualized	modified	revamped	revised	updated

Help & Guide

advocated	aided	assisted	cared for	contributed	cooperated	coordinated
counseled	ensured	furthered	guided	intervened	offered	referred
rehabilitated	supplied	supported	volunteered	served		

Teach & Mentor

adapted	advised	clarified	coached	demonstrated	educated	enabled
encouraged	evaluated	explained	facilitated	familiarized	individualized	instructed
mentored	modeled	motivated	simplified	stimulated	trained	tutored