

ACTION VERBS

When describing experiences on your résumé, begin with action verbs such as those listed below. Refer to a thesaurus for additional verbs.

Communication					
addressed	arranged	authored	briefed	communicated	composed
contacted	convinced	described	developed	directed	documented
drafted	edited	formulated	influenced	informed	interpreted
lectured	marketed	mediated	motivated	negotiated	persuaded
presented	promoted	published	recruited	reported	translated
Creative					
acted	composed	conducted	created	designed	developed
directed	established	founded	illustrated	improvised	introduced
invented	originated	performed	planned	revitalized	shaped
Finance					
accounted for	adjusted	administered	allocated	analyzed	appraised
balanced	budgeted	calculated	computed	financed	forecasted
marketed	managed	projected	purchased	reconciled	researched
Helping					
advised	advocated	assessed	clarified	coached	demonstrated
educated	ensured	evaluated	facilitated	familiarized	fostered
guided	provided	referred	rehabilitated	represented	supported
Management					
administered	analyzed	appointed	approved	assigned	attained
consulted	delegated	designated	developed	evaluated	formulated
managed	organized	oversaw	planned	prioritized	produced
recommended	recruited	reviewed	scheduled	supervised	
Organization					
approved	arranged	classified	collected	compiled	distributed
generated	implemented	inspected	monitored	operated	organized
processed	revised	screened	tabulated	updated	validated
Results					
achieved	accomplished	attained	awarded	completed	contributed
decreased	established	improved	introduced	launched	recognized as
reduced	resolved	selected as	succeeded		
Instruction					
adapted	advised	applied	coached	communicated	coordinated
developed	enabled	encouraged	evaluated	facilitated	guided
implemented	informed	instructed	modified	motivated	persuaded
stimulated	taught	trained	tutored		
Technical					
assembled	built	calculated	computed	designed	devised
engineered	fabricated	maintained	operated	overhauled	programmed
remodeled	repaired	solved	trained	upgraded	