

Action Verbs for Resumes

Management

•produced	•anticipated	•analyzed	•approved	•assigned	•delegated
•attained	•chaired	•checked	•reviewed	•contracted	•developed
•devised	•directed	•evaluated	•enforced	•formed	•supervised
•headed	•increased	•initiated	•integrated	•organized	•planned

Communication

•addressed	•composed	•drafted	•interpreted	•persuaded	•recruited
•arbitrated	•conveyed	•edited	•lectured	•presented	•translated
•wrote	•transcribed	•enlisted	•mediated	•promoted	•corresponded
•authored	•developed	•formulated	•moderated	•publicized	•collaborated

Research/Analytical

•assessed	•critiqued	•surveyed	•examined	•interviewed	•investigated
•clarified	•discovered	•diagnosed	•identified	•reviewed	•summarized
•collected	•defined	•dissected	•inspected	•organized	•determined
•correlated	•detailed	•evaluated	•interpreted	•reported	•systematized

Teaching

•adapted	•revised	•evaluated	•informed	•simplified	•coordinated
•advised	•developed	•explained	•inspired	•tailored	•summarized
•clarified	•facilitated	•enabled	•instructed	•sparked	•encouraged
•coached	•guided	•trained	•persuaded	•reported	•communicated

Project Management

•approved	•dispatched	•compiled	•organized	•retrieved	•met deadlines
•validated	•responded	•arranged	•purchased	•classified	•implemented
•retained	•recorded	•judged	•compared	•operated	•reorganized
•executed	•enforced	•collected	•inspected	•copied	•processed

Financial

•verified	•audited	•developed	•forecasted	•projected	•researched
•allocated	•balanced	•earned	•managed	•rectified	•reviewed
•analyzed	•budgeted	•estimated	•marketed	•reduced	•administered
•appraised	•calculated	•financed	•planned	•reconciled	•interpreted

Creative

•acted	•decorated	•planned	•founded	•instituted	•performed
•designed	•established	•illustrated	•integrated	•dramatized	•conceptualized
•created	•developed	•shaped	•imagined	•introduced	•revitalized
•invented	•directed	•fashioned	•initiated	•customized	•transformed

Helping

•accepted	•conducted	•educated	•guided	•provided	•represented
•assisted	•counseled	•effected	•motivated	•served	•empowered
•assessed	•dealt	•resolved	•participated	•questioned	•restored
•clarified	•handled	•protected	•referred	•validated	•demonstrated
