

ACTION VERBS TO ENHANCE YOUR RESUME



When advocating for yourself, convey your skills, assets, experience, and accomplishments with confidence through an active voice, employing a clear, straightforward, and concise approach. Kickstart each descriptive section with a powerful action verb to create impact and engage potential employers. Below is a sample list of action verbs; tailor your own to showcase your unique discipline and skills effectively:

/ MANAGEMENT SKILLS

- administered
- analyzed
- assigned
- attained
- chaired
- contracted
- consolidated
- coordinated
- delegated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised

/ COMMUNICATION SKILLS

- addressed
- arbitrated
- arranged
- authored
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized
- recruited
- spoke
- translated
- wrote

/ RESEARCH SKILLS

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed
- systematized

/ TECHNICAL SKILLS

- assembled
- built
- calculated
- computed
- designed
- devised
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- trained
- upgraded

/ TEACHING SKILLS

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- initiated
- instructed
- persuaded
- set goals
- stimulated

/ FINANCIAL SKILLS

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

SHOULD I USE PRESENT OR PAST TENSE VERBS?

- If you're writing about the current or ongoing responsibilities in your present job, use the present tense (e.g. write, plan, etc.).
- If you're writing about a past responsibilities or a previous job, use past tense (e.g. wrote, planned, etc.).

/ HELPING SKILLS

- assisted
- assessed
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- referred
- rehabilitated
- represented
- serviced
- supported
- tended
- tutored

/ LEADERSHIP SKILLS

- appointed
- approved
- arranged
- assessed
- assigned
- authorized
- carried out
- chaired
- coached
- completed
- consulted
- delegated
- demonstrated
- determined
- devised
- directed
- enlisted
- facilitated
- headed
- initiated

/ CREATIVE SKILLS

- acted
- conceptualized
- created
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- planned
- published
- revitalized
- shaped

/ INFORMATION SKILLS

- assembled
- built
- calculated
- computed
- designed
- devised
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- trained
- upgraded

/ ADMINISTRATIVE SKILLS

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- initiated
- instructed
- persuaded
- set goals
- stimulated

/ PROBLEM-SOLVING SKILLS

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

DON'T FORGET TEAMWORK SKILLS!

- accomplished
- assisted
- collaborated
- coordinated
- corroborated
- dispatched
- encouraged
- explained
- followed
- helped
- shared
- volunteered