

## Action Verbs

*When creating a resume, start each descriptor with an action verb. Watch the tenses when using action verbs; if you are no longer involved with a position, the descriptors for it should be in past tense, and vice versa.*

|                        |                  |                   |                             |
|------------------------|------------------|-------------------|-----------------------------|
| <b>Accomplishments</b> | customized       | <b>Helping</b>    | systematized                |
| achieved               | designed         | adapted           |                             |
| attained               | developed        | aided             | <b>Training/Instructing</b> |
| convinced              | directed         | assessed          | adapted                     |
| expanded               | established      | assisted          | advised                     |
| expedited              | fashioned        | clarified         | clarified                   |
| founded                | illustrated      | coached           | coached                     |
| improved               | integrated       | counseled         | communicated                |
| increased              | performed        | demonstrated      | coordinated                 |
| initiated              | planned          | diagnosed         | developed                   |
| introduced             |                  | educated          | enabled                     |
| invented               | <b>Detail</b>    | encouraged        | encouraged                  |
| pioneered              | approved         | facilitated       | evaluated                   |
| reduced (losses)       | arranged         | guided            | explained                   |
| resolved (problems)    | catalogued       | motivated         | facilitated                 |
| restored               | classified       | prevented         | guided                      |
| revitalized            | collected        | referred          | instilled                   |
| spearheaded            | compiled         | rehabilitated     | instructed                  |
| strengthened           | executed         | represented       | persuaded                   |
| transformed            | generated        |                   | simulated                   |
| upgraded               | implemented      | <b>Management</b> | stimulated                  |
|                        | inspected        | administered      | taught                      |
| <b>Communication</b>   | monitored        | analyzed          | tested                      |
| addressed              | operated         | assigned          | trained                     |
| advertised             | organized        | chaired           |                             |
| arbitrated             | prepared         | consolidated      |                             |
| arranged               | processed        | contracted        | <b>Technical</b>            |
| authored               | purchased        | coordinated       | adapted                     |
| clarified              | recorded         | delegated         | applied                     |
| collaborated           | retrieved        | developed         | assembled                   |
| communicated           | screened         | directed          | built                       |
| composed               | specified        | evaluated         | calculated                  |
| condensed              | systematized     | executed          | computed                    |
| corresponded           | tabulated        | organized         | configured                  |
| developed              | validated        | oversaw           | constructed                 |
| directed               |                  | planned           | debugged                    |
| drafted                | <b>Financial</b> | prioritized       | designed                    |
| edited                 | administered     |                   | devised                     |
| enlisted               | adjusted         | <b>Research</b>   | determined                  |
| formulated             | allocated        | clarified         | engineered                  |
| influenced             | analyzed         | collected         | fabricated                  |
| interpreted            | appraised        | critiqued         | fortified                   |
| lectured               | audited          | diagnosed         | installed                   |
| mediated               | balanced         | evaluated         | maintained                  |
| moderated              | budgeted         | examined          | operated                    |
| negotiated             | calculated       | extracted         | overhauled                  |
| persuaded              | computed         | identified        | programmed                  |
| promoted               | corrected        | inspected         | regulated                   |
| publicized             | developed        | interpreted       | remodeled                   |
| reconciled             | managed          | interviewed       | repaired                    |
| recruited              | planned          | investigated      | replaced                    |
| translated             | projected        | organized         | reported                    |
|                        | researched       | reviewed          | retrieved                   |
| <b>Creative</b>        |                  | summarized        | solved                      |
| created                |                  | surveyed          | standardized                |