

ACTION VERBS

Action verbs should be used when describing experience and achievements. Use a variety of words in order to avoid repetitiveness. Use the same language as the job description so that your resume is suited to the industry and company. The tense should be consistent—don't mix past and present tense for the same job.

| | | | | |
|--------------|----------------|--------------|--------------|--------------|
| Abstracted | Collected | Discovered | Formulated | Located |
| Accounted | Communicated | Dispatched | Fostered | Maintained |
| Achieved | Compared | Dispensed | Gained | Managed |
| Acquired | Completed | Displayed | Gathered | Manipulated |
| Acted | Composed | Dissected | Generated | Mapped |
| Adapted | Computed | Distributed | Governed | Marked |
| Addressed | Conceived | Documented | Guided | Mastered |
| Administered | Conceptualized | Drafted | Handled | Maximized |
| Advertised | Conducted | Drove | Headed | Measured |
| Advocated | Confronted | Edited | Helped | Mediated |
| Allocated | Conserved | Educated | Hired | Minimized |
| Analyzed | Consolidated | Effectuated | Identified | Modeled |
| Answered | Constructed | Eliminated | Illustrated | Modified |
| Anticipated | Consulted | Empathized | Imagined | Monitored |
| Applied | Contracted | Enabled | Implemented | Motivated |
| Appraised | Contributed | Encouraged | Improved | Narrated |
| Approved | Controlled | Enforced | Improvised | Navigated |
| Arranged | Converted | Enlightened | Increased | Negotiated |
| Ascertained | Cooperated | Enlisted | Indexed | Observed |
| Assembled | Coordinated | Ensured | Indicated | Obtained |
| Assessed | Copied | Entertained | Informed | Offered |
| Assisted | Correlated | Established | Influenced | Operated |
| Audited | Corresponded | Estimated | Initiated | Ordered |
| Authored | Counseled | Evaluated | Innovated | Organized |
| Balanced | Created | Examined | Inspected | Originated |
| Briefed | Critiqued | Exceeded | Inspired | Participated |
| Brought | Cultivated | Exhibited | Installed | Perceived |
| Budgeted | Dealt | Expanded | Instituted | Perfected |
| Built | Debated | Expedited | Instructed | Performed |
| Calculated | Decided | Experimented | Integrated | Persuaded |
| Cared | Defined | Explained | Interpreted | Photographed |
| Catalogued | Delegated | Explored | Interviewed | Pioneered |
| Chaired | Delivered | Expressed | Invented | Planned |
| Changed | Demonstrated | Facilitated | Investigated | Practiced |
| Charged | Designed | Familiarized | Judged | Prescribed |
| Chartered | Detected | Fashioned | Kept | Presented |
| Checked | Determined | Figured | Launched | Preserved |
| Clarified | Developed | Financed | Learned | Presided |
| Classified | Devised | Followed | Lectured | Printed |

| | | | | |
|------------|---------------|--------------|---------------|-------------|
| Produced | Received | Restructured | Spoke | Tested |
| Programmed | Recommended | Retrieved | Stimulated | Theorized |
| Projected | Reconciled | Reviewed | Straightened | Trained |
| Promoted | Recorded | Revised | Streamlined | Translated |
| Proposed | Recruited | Scanned | Strengthened | Transcribed |
| Protected | Reduced | Scheduled | Stressed | Transferred |
| Proved | Referred | Screened | Studied | Transmitted |
| Provided | Rehabilitated | Selected | Substantiated | Treated |
| Publicized | Related | Served | Succeeded | Tutored |
| Published | Reorganized | Simplified | Summarized | Updated |
| Queried | Repaired | Sketched | Supervised | Upgraded |
| Questioned | Replaced | Sold | Supported | Unified |
| Quoted | Represented | Solicited | Surveyed | Utilized |
| Raised | Researched | Solved | Symbolized | Validated |
| Ran | Resolved | Sorted | Systematized | Verified |
| Ranked | Responded | Specialized | Tabulated | Vitalized |
| Reasoned | Restored | Specified | Taught | Wrote |