

Action Verbs for Your Resume

Bullet points should always start with a past-tense action verb to describe transferable skills, accomplishments, or job duties

A

Accelerated
Accomplished
Achieved
Acquired
Activated
Adapted
Addressed
Adjusted
Administered
Adopted
Advanced
Advertised
Advised
Advocated
Affirmed
Aided
Alleviated
Allocated
Amended
Analyzed
Answered
Applied
Appointed
Appraised
Approved
Arranged
Articulated
Ascertained
Assembled
Assessed
Assigned
Assisted
Assumed
Attained
Attended
Attended to
Audited
Augmented
Authored
Authorized

B

Balanced
Billed
Boosted
Brainstormed
Broadened
Budgeted

C

Calculated
Calibrated
Cared for
Carried out
Cataloged
Categorized
Centralized
Chaired
Changed
Chartered
Clarified
Classified
Coached
Coded
Collaborated
Collated
Collected
Combined
Communicated
Compared
Compiled
Completed
Composed
Computed
Conceived
Conceptualized
Condensed
Conducted
Conferred
Conserved
Consolidated
Constructed
Consulted
Contacted
Contracted
Contributed

Converted
Conveyed
Convinced
Cooperated
Coordinated
Corresponded
Counseled
Crafted
Created
Critiqued
Cultivated
Customized

D

Debated
Debugged
Decentralized
Decided
Decreased
Deferred
Defined
Delegated
Delivered
Demonstrated
Described
Designed
Detailed
Detected
Determined
Developed
Devised
Diagnosed
Directed
Discovered
Discussed
Dispatched
Dispensed
Displayed
Dissected
Distributed
Diverted
Documented
Drafted
Drove

E

Earned
Eased
Edited
Educated
Effected
Eliminated
Emphasized
Employed
Empowered
Enabled
Encouraged
Energized
Enforced
Engineered
Enhanced
Enlarged
Enlisted
Enriched
Ensured
Entertained
Envisioned
Established
Estimated
Evaluated
Examined
Exceeded
Executed
Exhibited
Expanded
Expedited
Experimented
Explained
Explored
Expressed
Extended
Extracted

F

Fabricated
Facilitated
Familiarized
Fashioned
Filed
Focused
Forecasted
Formalized
Formulated
Fortified
Fostered
Founded
Fulfilled
Functioned as
Furthered

G

Gained
Gathered
Gauged
Generated
Governed
Graded
Greeted
Guided

H

Handled
Headed
Hired
Hosted



I
Identified
Ignited
Illustrated
Implemented
Improved
Improvise
Incorporated
Increased
Individualized
Influenced
Informed
Initiated
Innovated
Inspected
Inspired
Installed
Instilled
Instituted
Instructed
Integrated
Interfaced
Intervened
Interviewed
Introduced
Invented
Investigated
Illustrated
Indexed
Instrumented
Insured
Interacted
Inventoried
Issued

J
Joined
Judged
Justified

L
Launched
Learned
Lectured
Led
Licensed
Listened
Lobbied
Located
Logged

M
Maintained
Managed
Mapped
Marketed
Maximized
Measured
Mediated
Mentored
Merged
Modeled
Moderated
Modernized
Modified
Monitored
Mastered

N
Navigated
Negotiated
Notified
Nurtured

O
Observed
Obtained
Operated
Optimized
Orchestrated
Ordered
Organized
Originated
Outlined
Overhauled
Oversaw

P
Painted
Partnered
Participated
Performed
Persuaded
Photographed
Pioneered
Pitched
Planned
Prepared
Prescribed
Presented
Presided

Prevented
Printed
Prioritized
Processed
Procured
Produced
Programmed
Projected
Promoted
Proposed
Provided
Publicized
Published
Purchased

R
Raised
Received
Recommended
Reconciled
Recorded
Recruited
Rectified
Redesigned
Reduced
Referred
Refined
Registered
Regulated
Rehabilitated
Reinforced
Related
Remodeled
Rendered
Reorganized
Repaired
Replaced
Reported
Represented
Rescued
Researched
Reserved
Reshaped
Resolved
Responded
Restored
Restructured
Retrieved
Revamped
Reviewed

Revised
Revitalized
Revolutionized
Routed

S
Safeguarded
Salvaged
Scheduled
Secured
Selected
Served
Shaped
Simplified
Simulated
Sketched
Smoothed
Solicited
Solved
Sorted
Spearheaded
Specified
Sponsored
Staged
Standardized
Stimulated
Strategized
Streamlined
Strengthened
Structured
Studied
Submitted
Substantiated
Succeeded
Suggested
Summarized
Supervised
Supplemented
Supplied
Supported
Surpassed
Surveyed

T
Tabulated
Targeted
Taught
Tested
Traced
Trained
Transferred
Transformed
Translated
Transmitted
Traveled
Tutored
Tended
Transcribed
Treated

U
Unified
United
Updated
Upgraded
Upheld
Utilized

V
Validated
Verified
Visualized
Volunteered

W
Weighed
Welcomed
Worked

