



Action Words That Strengthen a Resume

When you created or wrote something...

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Instituted, Integrated, Introduced, Invented, Modeled, Modified, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solve.

When you were a research machine...

Analyzed, Clarified, Collected, Compared, Conducted, Critiqued, Detected, Determined, Diagnosed, Evaluated, Examined, Experimented, Explored, Extracted, Formulated, Gathered, Identified, Inspected, Interpreted, Interviewed, Invented, Investigated, Located, Measured, Organized, Researched, Reviewed, Searched, Solved, Summarized, Surveyed, Systematized.

When you managed a project or group...

Accomplished, Administered, Advanced, Analyzed, Appointed, Approved, Assigned, Attained, Authorized, Chaired, Considered, Consolidated, Contracted, Controlled, Converted, Coordinated, Decided, Delegated, Developed, Directed, Eliminated, Emphasized, Enforced, Enhanced, Established, Executed, Generated, Handled, Headed, Hired, Hosted, Improved, Incorporated, Increased, Initiated, Inspected, Instituted, Led, Managed, Merged, Motivated, Navigated, Organized, Originated, Overhauled, Oversaw, Planned, Presided, Prioritized, Produced, Recommended, Reorganized, Replaced, Restored, Reviewed, Scheduled, Secured, Selected, Streamlined, Strengthened, Supervised, Terminated.

When you utilized numbers and figures...

Administered, Adjusted, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Budgeted, Calculated, Computed, Conserved, Controlled, Corrected, Decreased, Determined, Developed, Estimated, Forecasted, Managed, Marketed, Measured, Netted, Planned, Prepared, Programmed, Projected, Qualified, Reconciled, Reduced, Researched, Retrieved.



Action Words That Strengthen a Resume (Continued)

When you creatively brought an idea to life...

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Modeled, Modified, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solved.

When you helped with a project or assignment...

Adapted, Advocated, Aided, Answered, Arranged, Assessed, Assisted, Clarified, Coached, Collaborated, Contributed, Cooperated, Counseled, Demonstrated, Diagnosed, Educated, Encouraged, Ensured, Expedited, Facilitated, Familiarized, Furthered, Guided, Helped, Insured, Intervened, Motivated, Prevented, Provided, Referred, Rehabilitated, Represented, Resolved, Simplified, Supplied, Supported, Volunteered.

When you needed to demonstrate technical expertise...

Adapted, Applied, Assembled, Built, Calculated, Computed, Conserved, Constructed, Converted, Debugged, Designed, Determined, Developed, Engineered, Fabricated, Fortified, Installed, Maintained, Operated, Overhauled, Printed, Programmed, Rectified, Regulated, Remodeled, Repaired, Replaced, Restored, Solved, Specialized, Standardized, Studied, Upgraded, Utilized.

When you were the instructor/expert...

Adapted, Advised, Clarified, Coached, Communicated, Conducted, Coordinated, Critiqued, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Focused, Guided, Individualized, Informed, Installed, Instructed, Motivated, Persuaded, Simulated, Stimulated, Taught, Tested, Trained, Transmitted, Tutored.