



## 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.