

ACTION VERBS

Use strong action verbs (in the correct tense) to describe your experience and accomplishments on your resume. Strong action verbs help you appear more confident. The specificity allows you to be concise and exact. These examples are just a place to start; draw from your class experience and think of tasks related to your program to come up with action verbs specific to your background.

Analysis	Communication	Creativity	Initiative	Leadership	Relationships
Addressed	Adapted	Animated	Accomplished	Administered	Advised
Adjusted	Addressed	Arranged	Achieved	Advised	Advocated
Analyzed	Approved	Brainstormed	Compiled	Approved	Arbitrated
Approved	Authored	Composed	Completed	Assigned	Collaborated
Assessed	Clarified	Conceived	Defined	Attained	Communicated
Attained	Communicated	Conceptualized	Established	Chaired	Contributed
Budgeted	Composed	Created	Expanded	Conducted	Counseled
Calculated	Consulted	Designed	Expedited	Controlled	Discussed
Categorized	Corresponded	Developed	Founded	Coordinated	Educated
Collected	Critiqued	Engineered	Generated	Counseled	Enlisted
Compared	Demonstrated	Established	Implemented	Decided	Facilitated
Compiled	Directed	Founded	Improved	Defined	Guided
Computed	Drafted	Illustrated	Increased	Delegated	Influenced
Critiqued	Edited	Imagined	Initiated	Demonstrated	Instructed
Defined	Expressed	Introduced	Inspected	Directed	Listened
Diagnosed	Formulated	Invented	Launched	Educated	Mediated
Documented	Influenced	Planned	Perceived	Encouraged	Negotiated
Estimated	Informed	Publicized	Produced	Enforced	Participated
Evaluated	Interviewed	Revitalized	Proposed	Enlisted	Persuaded
Examined	Lectured	Synthesized	Provided	Established	Recommended
Gathered	Moderated	Visualized	Reduced	Guided	Reconciled
Identified	Narrated		Stimulated	Informed	Resolved
Interpreted	Negotiated		Succeeded	Instituted	Served
Located	Persuaded		Utilized	Instructed	Supported
Maintained	Presented			Led	Trained
Measured	Promoted			Managed	
Processed	Proposed			Motivated	
Reconciled	Publicized			Organized	
Repaired	Published			Planned	
Researched	Recorded			Prepared	
Reviewed	Reported			Prioritized	
Serviced	Revamped			Proposed	
Solved	Reviewed			Recommended	
Summarized	Revised			Reviewed	
Surveyed	Selected			Scheduled	
Synthesized	Summarized			Stimulated	
	Translated				