

ACTION VERBS FOR RESUMES & PROFESSIONAL PROFILES

Action verbs are the beginning of a powerful action statement and serve as a first impression of your accomplishments.

In a resume, it's important to get to the point. Action verbs immediately provide information and show your impact in past or current roles. It is important to choose and use them wisely.



SEARCH: A-Z (PAGES 1-2)



SEARCH: SKILL CATEGORIES (PAGES 3-4)

A

Adapted
Addressed
Adjusted
Administered
Advanced
Advised
Advocated
Aided
Analyzed
Appointed
Appraised
Approved
Arranged
Assembled
Assessed
Assigned
Assisted
Audited

B

Balanced
Briefed
Budgeted
Built

C

Calculated

Captured
Categorized
Chaired
Championed
Coached
Coded
Collaborated
Collected
Communicated
Compiled
Conceived
Conceptualized
Conducted
Constructed
Contributed
Converted
Cooperated
Coordinated
Corresponded
Counseled
Created
Customized

D

Debugged
Defined
Delegated

Delivered
Demonstrated
Described
Designed
Detected
Developed
Devised
Diagnosed
Directed
Distributed
Documented
Drafted
Drew

E

Edited
Educated
Emphasized
Empowered
Encouraged
Enforced
Engaged
Engineered
Enhanced
Established
Estimated
Evaluated

TIPS FOR CHOOSING AN ACTION VERB:

Think about skills you'll use in your NEW job.

What actions will you be completing?

What verbs align with your NEW industry?

TIPS FOR CORRECT USAGE:

When referring to **previous** positions or jobs, use past tense (managed, instructed, collaborated)

When referring to **achievements** in your current job, use past tense

When referring to a **current** position, use present tense (manage, instruct, collaborate)

EXAMPLE ACTION STATEMENTS:

- Educated patients and families on proper home care and post-op procedures.
- Collaborated effectively with team of 6 staff to increase sales 25%.

ACTION VERBS: A - Z

E

Examined

Exceeded

Executed

Expanded

Expedited

Explained

Expressed

F

Facilitated

Fashioned

Filed

Forecasted

Formulated

Fortified

Fostered

Founded

G - H

Generated

Guided

Headed

Hosted

I

Identified

Illustrated

Implemented

Improved

Improvised

Incorporated

Increased

Influenced

Informed

Initiated

Innovated

Inspected

Installed

Instituted

Instructed

Integrated

Intervened

Interviewed

Invented

Investigated

L

Launched

Led

Liaised

Listened

Logged

M - N

Maintained

Managed

Marketed

Measured

Modeled

Modified

Monitored

Motivated

Negotiated

O

Observed

Operated

Optimized

Orchestrated

Ordered

Organized

Outlined

Oversaw

P

Partnered

Photographed

Pioneered

Planned

Prepared

Presented

Prioritized

Processed

Produced

Programmed

Projected

Promoted

Publicized

Q - R

Quantified

Recommended

Reconstructed

Recorded

Recruited

Reduced

Registered

Regulated

Rehabilitated

Remodeled

Repaired

Reported

Researched

Represented

Resolved

Responded

Restored

Reversed Engineered

Reviewed

Revised

Revitalized

S

Scheduled

Shaped

Simplified

Spearheaded

Streamlined

Strengthened

Supervised

Supplied

Supported

Surpassed

Surveyed

T

Tested

Trained

Transformed

Translated

Tutored

U - V - W

Updated

Upgraded

Utilized

Validated

Verified

Visualized

Volunteered

Wrote

ACTION VERBS: SKILL CATEGORIES

TIPS FOR USING CATEGORIES:

Identify skills needed in your NEW job. Think about your experience and how you've demonstrated these key skills. Choose the action verb from the skill category that best highlights your abilities or achievements.

For example, if the job requires leadership skills, consider verbs like "directed", "managed", or "supervised" for strong statements that showcase your ability in this area.

ADMINISTRATIVE/ORGANIZATIONAL SKILLS

Approved	Corresponded	Incorporated	Prepared	Reviewed
Arranged	Distributed	Inspected	Processed	Scheduled
Budgeted	Evaluated	Maintained	Produced	Supplied
Calculated	Executed	Monitored	Projected	Updated
Categorized	Generated	Organized	Recorded	Validated
Compiled	Implemented	Planned	Reported	Verified

COMMUNICATION SKILLS

Addressed	Defined	Explained	Intervened	Recruited
Advised	Described	Expressed	Interviewed	Reported
Advocated	Directed	Facilitated	Listened	Responded
Briefed	Documented	Guided	Presented	Wrote
Coached	Educated	Hosted	Publicized	
Communicated	Emphasized	Informed	Recommended	
Counseled	Encouraged	Instructed	Recorded	

HELPING/COLLABORATION SKILLS

Aided	Cooperated	Facilitated	Partnered	Supported
Assisted	Empowered	Fostered	Promoted	Volunteered
Collaborated	Encouraged	Integrated	Represented	
Contributed	Engaged	Liaised	Strengthened	

CREATIVE SKILLS

Adapted	Customized	Fashioned	Innovated	Produced
Conceived	Designed	Formulated	Invented	Programmed
Conceptualized	Developed	Generated	Modeled	Revitalized
Constructed	Devised	Illustrated	Organized	Transformed
Coordinated	Drafted	Implemented	Pioneered	Visualized
Created	Engineered	Improved	Planned	

ACTION VERBS: SKILL CATEGORIES

ANALYTICAL SKILLS

Adjusted	Calculated	Formulated	Modeled	Validated
Analyzed	Compiled	Generated	Organized	Verified
Appraised	Developed	Logged	Programmed	
Assessed	Estimated	Managed	Quantified	
Audited	Evaluated	Marketed	Reduced	
Balanced	Forecasted	Measured	Updated	

LEADERSHIP/MANAGEMENT SKILLS

Administered	Coordinated	Generated	Motivated	Reviewed
Advanced	Delegated	Increased	Orchestrated	Scheduled
Appointed	Developed	Initiated	Organized	Spearheaded
Assigned	Directed	Instituted	Oversaw	Streamlined
Chaired	Established	Led	Produced	Strengthened
Championed	Executed	Managed	Recommended	Supervised
Administered	Coordinated	Generated	Motivated	Reviewed

ENGINEERING/SKILLED TRADES SKILLS

Adapted	Demonstrated	Fortified	Optimized	Restored
Analyzed	Designed	Identified	Ordered	Reversed Engineered
Assembled	Detected	Illustrated	Organized	Streamlined
Assessed	Developed	Implemented	Pioneered	Surveyed
Built	Devised	Improved	Prepared	Tested
Calculated	Diagnosed	Incorporated	Presented	Translated
Categorized	Drafted	Inspected	Processed	Updated
Collected	Engineered	Installed	Programmed	Upgraded
Compiled	Estimated	Launched	Recommended	Utilized
Conceived	Evaluated	Maintained	Reduced	Verified
Conceptualized	Executed	Managed	Regulated	
Conducted	Expressed	Measured	Remodeled	
Constructed	Facilitated	Monitored	Repaired	
Created	Formulated	Operated	Resolved	