

# ACTION VERB GUIDE

When crafting the bullet points on your resume, it is important to use a varied array of action verbs to begin each statement. Below are sample action verbs grouped according to skill area - these can serve as a starting point as you build your resume. Remember to look at the job description for key action verbs and skills to include in your resume.

## Communication / Interpersonal

Adapted	Corresponded	Interpreted
Advised	Enable	Mediated
Clarified	Evaluated	Negotiated
Collaborated	Facilitated	Rehabilitated
Consulted	Furthered	Resolved
Counseled	Initiated	Supported

## Leadership / Management

Administered	Directed	Managed
Appointed	Diversified	Organized
Authorized	Established	Recruited
Chaired	Implemented	Restructured
Coordinated	Integrated	Revitalized
Delegated	Launched	Streamlined

## Teaching / Education

Advised	Developed	Motivated
Administered	Evaluated	Oversaw
Appraised	Facilitated	Standardized
Coached	Guided	Systematized
Conducted	Individualized	Tested
Critiqued	Instructed	Trained

## Creative / Research

Adapted	Conceptualized	Drafted
Analyzed	Created	Edited
Articulated	Customized	Illustrated
Catalogued	Designed	Modeled
Compiled	Developed	Revised
Composed	Directed	Synthesized

## Finance / Marketing

Accelerated	Budgeted	Launched
Allocated	Calculated	Processed
Appraised	Conserved	Projected
Audited	Consolidated	Promoted
Assessed	Formulated	Reconciled
Balanced	Increased	Recorded

## Technical / Mechanical

Applied	Formulated	Programmed
Automated	Inspected	Regulated
Calculated	Installed	Remodeled
Computed	Manufactured	Restored
Converted	Operated	Standardized
Engineered	Processed	Upgraded

## Accomplishments / Achievements

Acquired	Demonstrated	Mastered
Attained	Earned	Obtained
Awarded	Exceeded	Received
Completed	Executed	Surpassed

Refer to the Resume Guide for tips on how to format your resume.

