

## Action Verbs

Use action verbs to describe your work experience and other activities on your resume. Action verbs help the potential employer understand what you have accomplished, show that your "skill sets" are transferable to the advertised position, and demonstrate confidence. Replace passive descriptions with verbs such as:

achieved	collected	edited	increased	performed	reviewed
accelerated	communicated	educated	influenced	persuaded	revised
acted	compared	effected	informed	planned	scheduled
active in	compiled	eliminated	inspected	pinpointed	screened
adapted	completed	encouraged	instituted	prepared	selected
addressed	composed	enforced	instructed	presented	set up
adjusted	coordinated	engages	integrated	processed	sold
administered	conceived	enlarged	interpreted	procured	solved
advised	conducted	enlisted	interviewed	produced	spoke
advocated	consolidated	established	initiated	programmed	started
allocated	consulted	estimated	introduced	promoted	stimulated
analyzed	contacted	evaluated	investigated	proposed	structured
applied	contributed	examined	involved	proved	streamlined
appointed	controlled	expanded	launched	provided	studied
appraised	corrected	expedited	led	proficient	submitted
approved	corresponded	facilitated	learned	published	succeeded
arranged	counseled	followed up	lectured	purchased	suggested
articulated	created	forecasted	located	received	summarized
assembled	dealt with	formulated	maintained	recommended	supervised
assessed	defined	founded	managed	reconciled	supplied
assigned	delegated	functioned	marketed	recruited	supported
assimilated	demonstrated	gathered	mediated	reduced	surveyed
assisted	described	generated	modified	referred	taught
assumed	designated	guided	molded	reformed	tested
attained	designed	handled	monitored	reinforced	trained
balanced	determined	helped	negotiated	reorganized	translated
budgeted	developed	identified	observed	reported	tutored
catalogued	directed	illustrated	ordered	represented	updated
chaired	distributed	implemented	organized	researched	utilized
clarified	documented	improved	originated	resolved	wrote
classified	drafted	improvised	participated	revamped	
			perceived		