



## ACTION VERBS- CAREER DESIGN CENTER

When developing your resume, you will want to use powerful words to catch the reader’s attention. Here are some action verbs that can begin your bulleted statements and demonstrate your contributions to past experiences.

### LEADERSHIP

Achieved	Chaired	Executed	Instituted	Planned	Reviewed	Taught
Administered	Channeled	Expanded	Mentored	Presided	Scheduled	Trained
Analyzed	Completed	Guided	Merged	Prioritized	Secured	Unified
Appointed	Consolidated	Headed	Mobilized	Produced	Selected	Utilized
Approved	Contracted	Hired	Motivated	Recommended	Spearheaded	
Assessed	Controlled	Hosted	Obtained	Recruited	Streamlined	
Assigned	Enhanced	Improved	Orchestrated	Reorganized	Strengthened	
Assumed	Established	Led	Operated	Replaced	Succeeded	
Attained	Evaluated	Increased	Organized	Resolved	Supervised	
Authorized	Exceeded	Initiated	Pioneered	Restored	Surpassed	

### COMMUNICATION

Addressed	Composed	Counseled	Enlisted	Judged	Persuaded	Responded
Advertised	Conferred	Debated	Expressed	Lectured	Presented	Solicited
Advised	Consulted	Defined	Formulated	Marketed	Promoted	Spoke
Arbitrated	Contacted	Described	Incorporated	Mediated	Proposed	Suggested
Arranged	Conveyed	Developed	Influenced	Moderated	Publicized	Summarized
Articulated	Converted	Directed	Interacted	Motivated	Reconciled	Synthesized
Authored	Conveyed	Discussed	Interpreted	Negotiated	Referred	Translated
Clarified	Converted	Drafted	Interviewed	Observed	Reinforced	Traveled
Collaborated	Convinced	Edited	Involved	Outlined	Reported	Wrote
Communicated	Corresponded	Elicited	Joined	Participated	Resolved	

### TECHNICAL

Applied	Calculated	Debugged	Installed	Refined	Restored
Appraised	Compiled	Designed	Maintained	Regulated	Upgraded
Assembled	Computed	Engineered	Operated	Remodeled	Created
Built	Converted	Fabricated	Programmed	Repaired	

### TEACHING

Adapted	Compared	Estimated	Formulated	Investigated	Saved	Systematized
Advised	Conducted	Evaluated	Gathered	Located	Searched	Taught Tested
Analyzed	Critiqued	Examined	Hypothesized	Measured	Solved	Tutored
Catalogued	Detected	Experimented	Identified	Published	Stimulated	Validated
Clarified	Determine	Explored	Instilled	Received	Studied	
Coached	Diagnosed	Extracted	Interviewed	Researched	Summarized	
Collected	Discovered	Focused	Invented	Reviewed	Surveyed	

### RESEARCH / SCIENCE

Investigated	Collected	Examined	Organized	Cataloged
Researched	Critiqued	Extracted	Reviewed	Correlated
Compiled	Analyzed	Identified	Summarized	Discovered
Verified	Diagnosed	Inspected	Surveyed	
Clarified	Evaluated	Interpreted	Systematized	

### FINANCIAL

Administered	Audited	Calculated	Estimated	Planned
Allocated	Balanced	Computed	Grossed	Projected
Analyzed	Billed	Developed	Managed	Reconciled
Appraised	Budgeted	Earned	Marketed	Streamlined