

Action Verbs

Stephen F. Austin State University | Center for Career and Professional Development

Increase the strength of your résumé with action verbs! These key words will help your résumé get noticed by employers and résumé scanners. Consult the list of verbs below to give your résumé power and direction.

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

Creative				
Acted	Created	Entertained	Instituted	Performed
Adapted	Customized	Established	Integrated	Photographed
Began	Designed	Fashioned	Introduced	Planned
Combined	Developed	Formulated	Invented	Revised
Composed	Directed	Founded	Modeled	Revitalized
Conceptualized	Displayed	Illustrated	Modified	Shaped
Condensed	Drew	Initiated	Originated	Solved

Data/Financial				
Administered	Audited	Corrected	Marketed	Projected
Adjusted	Balanced	Determined	Measured	Qualified
Allocated	Budgeted	Developed	Netted	Reconciled
Analyzed	Calculated	Estimated	Planned	Reduced
Appraised	Computed	Forecasted	Prepared	Researched
Assessed	Conserved	Managed	Programmed	Retrieved

Helping				
Adapted	Coached	Encouraged	Helped	Rehabilitated
Advocated	Collaborated	Ensured	Insured	Represented
Aided	Contributed	Expedited	Intervened	Resolved
Answered	Cooperated	Facilitated	Motivated	Simplified
Arranged	Counseled	Familiarized	Prevented	Supplied
Assessed	Demonstrated	Furthered	Provided	Supported
Assisted	Diagnosed	Guided	Referred	Volunteered
Clarified	Educated			

Management/Leadership				
Administered	Converted	Generated	Managed	Recommended
Analyzed	Coordinated	Handled	Merged	Reorganized
Appointed	Decided	Headed	Motivated	Replaced
Approved	Delegated	Hired	Navigated	Restored
Assigned	Developed	Hosted	Organized	Reviewed
Attained	Directed	Improved	Originated	Scheduled
Authorized	Eliminated	Incorporated	Overhauled	Secured
Chaired	Emphasized	Increased	Oversaw	Selected
Considered	Enforced	Initiated	Planned	Streamlined
Consolidated	Enhanced	Inspected	Presided	Strengthened
Contracted	Established	Instituted	Prioritized	Supervised
Controlled	Executed	Led	Produced	Terminated

Organization				
Approved	Corrected	Maintained	Purchased	Screened
Arranged	Corresponded	Monitored	Recorded	Submitted
Catalogued	Distributed	Obtained	Registered	Supplied
Categorized	Executed	Operated	Reserved	Standardized
Chartered	Filed	Ordered	Responded	Systematized
Classified	Generated	Organized	Reviewed	Updated
Coded	Incorporated	Prepared	Routed	Validated
Collected	Inspected	Processed	Scheduled	Verified
Compiled	Logged	Provided		

Research				
Analyzed	Determined	Extracted	Investigated	Searched
Clarified	Diagnosed	Formulated	Located	Solved
Collected	Evaluated	Gathered	Measured	Summarized
Compared	Examined	Inspected	Organized	Surveyed
Conducted	Experimented	Interviewed	Researched	Systematized
Critiqued	Explored	Invented	Reviewed	Tested
Detected				

Teaching				
Adapted	Coordinated	Explained	Instilled	Taught
Advised	Critiqued	Facilitated	Instructed	Tested
Clarified	Developed	Focused	Motivated	Trained
Coached	Enabled	Guided	Persuaded	Transmitted
Communicated	Encouraged	Individualized	Simulated	Tutored
Conducted	Evaluated	Informed	Stimulated	

Technical				
Adapted	Constructed	Fabricated	Programmed	Solved
Applied	Converted	Fortified	Rectified	Specialized
Assembled	Debugged	Installed	Regulated	Standardized
Built	Designed	Maintained	Remodeled	Studied
Calculated	Determined	Operated	Repaired	Upgraded
Computed	Developed	Overhauled	Replaced	Utilized
Conserved	Engineered	Printed	Restored	