

Useful Resume Action Words

When writing your resume you should use language that describes what you have to offer the employer. Focus on your experience, skills, and accomplishments. In addition to using power verbs make certain that you use concise phrases, instead of complete sentences, and qualify as often as possible.

Management Skills	Arranged	Allocated	Creative Skills (cont.)
Administered	Authored	Analyzed	Introduced
Analyzed	Collaborated	Appraised	Invented
Assigned	Convinced	Audited	Originated
Attained	Corresponded	Balanced	Performed
Chaired	Developed	Budgeted	Planned
Consolidated	Directed	Calculated	Revitalized
Contracted	Drafted	Computed	
Coordinated	Edited	Developed	Helping Skills
Delegated	Enlisted	Forecasted	Assessed
Developed	Formulated	Managed	Assisted
Directed	Influenced	Marketed	Clarified
Evaluated	Interpreted	Planned	Coached
Executed	Lectured	Projected	Counseled
Improved	Mediated	Researched	Demonstrated
Increased	Moderated		Diagnosed
Organized	Negotiated	Technical Skills	Educated
Oversaw	Persuaded	Assembled	Expedited
Planned	Promoted	Built	Facilitated
Prioritized	Publicized	Calculated	Familiarized
Produced	Reconciled	Computed	Guided
Recommended	Recruited	Designed	Motivated
Reviewed	Spoke	Devised	Referred
Scheduled	Translated	Engineered	Rehabilitated
Strengthened	Wrote	Fabricated	Represented
Supervised		Maintained	
	Detail Skills	Operated	Teaching Skills
Research Skills	Approved	Overhauled	Adapted
Clarified	Validated	Programmed	Advised
Collected	Retained	Remodeled	Clarified
Critiqued	Executed	Repaired	Coached
Diagnosed	Dispatched	Solved	Communicated
Evaluated	Responded	Upgraded	Coordinated
Examined	Followed-through		Demystified
Extracted	Implemented	Creative Skills	Developed
Identified	Enforced	Acted	Enabled
Inspected	Responsible	Conceptualized	Encouraged
Interpreted	Tolerated	Created	Evaluated
Interviewed	Met Deadlines	Customized	Explained
Investigated	Arranged	Designed	Facilitated
Organized	Time Management	Developed	Guided
Reviewed	Varied	Directed	Informed
Summarized	Routine	Established	Instructed
Surveyed	Memorized	Fashioned	Persuaded
Systematized	Judged	Founded	Set Goals
	Collected	Illustrated	Stimulated
Communication Skills	Compiled	Initiated	Trained
Addressed	Financial Skills	Integrated	
Arbitrated	Administered		