

ACTION WORDS!

It is important to incorporate active or strong language in your resume. It grabs the reader's attention. Be sure to use words that accurately describe your duties and use a variety of action words rather than repeatedly using the same one.

A

Accomplished
Achieved
Acted
Adapted
Addressed
Administrated
Advised
Aided
Analyzed
Applied
Approved
Assembled
Assigned
Assisted
Attended

B

Balanced
Broadened
Budgeted
Built

C

Calculated
Catalogued
Challenged
Checked
Communicated
Compiled
Conducted
Contributed
Coordinated
Corrected
Created

D

Decided
Delivered
Demonstrated
Designed
Developed
Devised
Directed
Distributed

E-F

Edited
Eliminated
Enhanced
Established
Evaluated
Exhibited
Facilitated
Filed
Founded

G

Gained
Generated
Guided

H

Headed
Helped
Hired

I

Identified
Implemented
Improved
Increased
Informed
Initiated
Innovated
Installed
Instituted
Interviewed
Instructed

J – M

Joined
Judged
Launched
Led
Lightened
Located
Maintained
Managed
Marketed
Merged
Met
Minimized
Monitored
Motivated

N – O

Named
Negotiated
Observed
Obtained
Operated
Orchestrated
Originated
Organized
Overhauled
Oversaw

P

Participated
Performed
Planned
Prepared
Presented

P (cont'd.)

Prioritized
Produced
Projected
Provided
Purchased
Pursued

Q – R

Qualified
Quantified
Recommended
Remedied
Reorganized
Represented
Researched
Resolved
Revamped
Reviewed
Revised
Rewarded

S

Scheduled
Secured
Selected
Solicited
Solved
Specialized
Streamlined
Studied
Suggested
Summarized
Supervised
Supported

T-W

Tabulated
Targeted
Trained
Transformed
Translated
Transmitted
Typed
Updated
Upgraded
Used
Utilized
Validated
Verified
Welcomed
Worked
Wrote