

Resume Action Words

This list of action verbs will guide you in listing your accomplishments and skills on your resume. They are divided into five sections for easy reference. Use those that accurately describe your duties.

PLANNED

| | | | | |
|----------|-----------|--------------|-------------|------------|
| devised | developed | examined | discovered | evaluated |
| designed | organized | investigated | appraised | estimated |
| planned | analyzed | studied | measured | solved |
| created | produced | originated | interpreted | determined |
| revamped | prepared | researched | reviewed | identified |

DIRECTED

| | | | | |
|------------|-------------|------------|------------|-------------|
| operated | managed | guided | supervised | governed |
| commanded | controlled | regulated | directed | oversaw |
| designated | coordinated | adapted | eliminated | transferred |
| maintained | awarded | authorized | vetoed | removed |
| conducted | founded | headed | instituted | navigated |

EXECUTED

| | | | | |
|-------------|--------------|--------------|--------------|--------------|
| motivated | generated | utilized | employed | administered |
| rectified | restored | repaired | reorganized | approved |
| observed | demonstrated | disclosed | published | notified |
| produced | improved | built | formulated | increased |
| expanded | extended | augmented | supplemented | condensed |
| curtailed | reduced | minimized | converted | exchanged |
| replaced | conceived | authored | strengthened | activated |
| unified | combined | merged | consolidated | updated |
| modernized | altered | modified | transformed | balanced |
| established | stabilized | discontinued | assembled | computed |
| estimated | inventoried | surpassed | simplified | grouped |
| distributed | classified | terminated | initiated | introduced |
| economized | obtained | procured | collected | assumed |
| attached | exchanged | invested | sponsored | expedited |
| attained | executed | achieved | dispatched | selected |
| compounded | completed | wrote | implemented | arranged |
| presented | invented | performed | accelerated | |

SERVICED

| | | | | |
|-----------|------------|--------------|---------|--------------|
| disclosed | informed | communicated | taught | instructed |
| educated | serviced | processed | trained | lectured |
| endorsed | guaranteed | accommodated | aided | assisted |
| prepared | provided | constructed | tested | translated |
| installed | received | delivered | sold | purchased |
| audited | dispensed | represented | ordered | interviewed |
| logged | supplied | conserved | routed | corresponded |

ADVISED

| | | | | |
|------------|-------------|------------|--------------|------------|
| conferred | consulted | publicized | notified | advised |
| reported | advertised | informed | demonstrated | displayed |
| exhibited | illustrated | advocated | counseled | instructed |
| acquainted | recommended | suggested | familiarized | disproved |
| detected | criticized | referred | diagnosed | edited |
| protected | arbitrated | prescribed | encouraged | |