RECOMMENDED RESUME ACTION WORDS

Use the following words to relate your accomplishments and experiences on both resumes and cover letters. Feel free to "borrow" words from any section, but be sure to use them correctly; double-check definitions to avoid "thesaurus syndrome," and "mix up" various action words to avoid sounding repetitive. Remember to use past-tense conjugations, as below, to refer to previous experiences, and present-tense conjugations to describe your accomplishments at jobs you still hold.

Use these words to create value-added statements by using the "what" + "to what" + "so what?" model:

- Managed | six important client accounts | and maintained excellent customer relations.
- Developed | a benefits policy manual | which allowed for few benefit administration errors.
- Designed | a new promotional flyer | which increased store traffic by 15 percent.

You wrote, spoke, or otherwise communicated effectively:

Addressed	Conferred	Directed	Formulated	Justified	Persuaded	Responded
Advertised	Consulted	Discussed	Furnished	Lectured	Presented	Rewrote
Annotated	Contacted	Dispatched	Incorporated	Listened	Promoted	Solicited
Arranged	Conveyed	Drafted	Influenced	Lobbied	Proposed	Specified
Articulated	Convinced	Edited	Interacted	Marketed	Publicized	Spoke
Authored	Corresponded	Elicited	Interpreted	Moderated	Recruited	Suggested
Briefed	Debated	Enlisted	Interviewed	Negotiated	Referred	Summarized
Campaigned	Defined	Exhibited	Involved	Observed	Reinforced	Synthesized
Composed	Delivered	Explained	Joined	Outlined	Reported	Translated
Condensed	Developed	Expressed	Judged	Participated	Resolved	Wrote

You researched effectively:

Analyzed	Defined	Examined	Gathered	Located	Quantified	Surveyed
Anticipated	Detected	Experimented	Grouped	Measured	Questioned	Systematized
Clarified	Diagrammed	Explored	Identified	Organized	Researched	Tracked
Collected	Diagnosed	Extracted	Inspected	Perceived	Reviewed	
Compared	Dissected	Forecasted	Investigated	Pinpointed	Searched	
Conducted	Documented	Formulated	Itemized	Plotted	Scrutinized	
Critiqued	Evaluated	Framed	Linked	Predicted	Summarized	

You led or managed a team of people and/or made valuable connections:

Administered	Canvassed	Developed	Generated	Initiated	Overhauled	Replaced
Aligned	Chaired	Directed	Graded	Inspected	Oversaw	Restored
Appointed	Channeled	Emphasized	Handled	Instituted	Partnered	Reviewed
Approved	Coached	Enforced	Headed	Managed	Planned	Scheduled
Assigned	Consolidated	Enhanced	Hired	Merged	Presided	Selected
Attained	Contracted	Established	Hosted	Mobilized	Prioritized	Staffed
Authorized	Controlled	Executed	Improved	Motivated	Produced	Supervised
Bridged	Decided	Forged	Incorporated	Navigated	Recommended	Targeted
Broadened	Delegated	Fostered	Increased	Oriented	Reorganized	

You taught, educated, or instructed:

Advised	Conducted	Enabled	Focused	Instructed	Stimulated
Awarded	Coordinated	Encouraged	Guided	Mentored	Tested
Clarified	Critiqued	Evaluated	Informed	Moulded	Trained
Coached	Developed	Explained	Inspired	Motivated	Transmitted
Communicated	Educated	Facilitated	Instilled	Persuaded	Tutored

You added value to your employer in terms of partners, funds, or resources:

Achieved	Balanced	Determined	Furthered	Outpaced	Reduced	Surpassed
Acquired	Bought	Drove	Gained	Outperformed	Researched	Sustained
Adjusted	Budgeted	Earned	Marketed	Prepared	Retained	Won
Allocated	Calculated	Estimated	Mastered	Programmed	Retrieved	Yielded
Amplified	Capitalized	Exceeded	Maximized	Projected	Secured	
Appraised	Completed	Expanded	Measured	Qualified	Sold	
Audited	Conserved	Financed	Netted	Raised	Strengthened	

You organized or arranged information efficiently:

Arranged	Corresponded	Logged	Outsourced	Refined	Routed	Systematized
Catalogued	Distributed	Maintained	Prepared	Refocused	Scheduled	Unified
Categorized	Elected	Monitored	Processed	Registered	Screened	United
Centralized	Filed	Obtained	Provided	Reserved	Streamlined	Updated
Charted	Formalized	Operated	Ranked	Restructured	Structured	Validated
Classified	Incorporated	Ordered	Recorded	Revamped	Submitted	Verified
Compiled	Inspected	Organized	Redesigned	Reviewed	Standardized	

You worked creatively to develop or inaugurate a project:

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Accelerated	Composed	Designed	Drew	Illustrated	Launched	Planned
Acted	Conceptualized	Developed	Established	Initiated	Modelled	Planted
Authored	Condensed	Devised	Fashioned	Instituted	Modified	Revised
Began	Created	Directed	Formulated	Integrated	Originated	Revitalized
Co-authored	Cultivated	Discovered	Founded	Introduced	Performed	Shaped
Combined	Customized	Displayed	Hypothesized	Invented	Pioneered	Tailored

You applied your technical skills:

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Activated	Coded	Designed	Formed	Orchestrated	Repaired	Upgraded
Adapted	Computed	Determined	Fortified	Overhauled	Replaced	Utilized
Advanced	Conserved	Dissected	Immunized	Printed	Restored	
Applied	Constructed	Engineered	Installed	Programmed	Simulated	
Assembled	Converted	Extrapolated	Maintained	Rectified	Specialized	
Built	Debugged	Fabricated	Mapped	Regulated	Standardized	
Calculated	Derived	Fielded	Operated	Remodeled	Studied	



You helped or served customers or staff:

Advocated	Assisted	Contributed	Diagnosed	Guided	Represented	Supplied
Aided	Attended	Cooperated	Ensured	Provided	Served	Supported
Answered	Clarified	Counseled	Facilitated	Reached	Serviced	Volunteered
Arranged	Collaborated	Demonstrated	Familiarized	Referred	Simplified	

You solved problems:

Amended	Changed	Corrected	Governed	Mediated	Resolved
Assessed	Cleared	Decreased	Implemented	Prevented	Settled
Arbitrated	Closed	Eliminated	Intervened	Protected	Solved
Cautioned	Continued	Finalized	Issued	Reconciled	Terminated
Challenged	Convened	Finished	Lessened	Rehabilitated	Transformed

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