

EXAMPLES OF STRONG ACTION VERBS TO USE ON A RESUME

Interacting with People

Aided
Arbitrated
Advised
Apprised
Arranged
Clarified
Coached
Collaborated
Conferred
Consulted
Contributed
Coordinated
Counseled
Debated
Defined
Directed
Enlisted
Explained
Expressed
Helped
Influenced
Informed
Inspired
Interpreted
Interviewed
Manipulated
Mediated
Merged
Negotiated
Participated
Promoted
Recommended
Represented
Resolved
Solved
Spoke
Strengthened
Suggested
Taught
Trained
Unified
Verbalized
Wrote

Creative

Acted
Abstracted
Adapted
Composed
Conceptualized
Created
Designed
Developed
Directed
Drew
Fashioned
Generated
Illustrated
Imagined
Improvised
Integrated
Innovated
Painted
Performed
Planned
Problem Solved
Shaped
Synthesized
Visualized
Wrote

Detail Oriented

Analyzed
Approved
Arranged
Classified
Collated
Compared
Compiled
Documented
Enforced
Followed through
Met deadlines
Prepared
Processed
Recorded
Retrieved
Scheduled
Set priorities
Systemized
Tabulated

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Budgeted
Calculated
Computed
Developed
Figured
Managed
Measured
Performed
Prepared
Projected
Tracked records

Investigative/Research

Calculated
Catalogued
Collected
Computed
Conducted
Correlated
Critiqued
Diagnosed
Discovered
Examined
Explored
Extrapolated
Evaluated
Gathered
Identified
Inspected
Interpreted
Investigated
Monitored
Observed
Organized
Predicted
Presented
Proved
Reviewed
Solved
Surveyed

Managerial

Achieved
Assigned
Administered
Consulted
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Directed
Established
Evaluated
Fired
Hired
Implemented
Initiated
Lead
Negotiated
Organized
Planned
Prioritized
Produced
Recommended
Reported
Supervised

Manual Skills

Arranged
Assembled
Bound
Built
Checked
Classified
Constructed
Controlled
Cut
Drove
Drilled
Handled
Installed
Lifted
Maintained
Prepared
Pulled
Operated
Tested

Service

Advised
Attended
Cared
Carried Out
Coached
Coordinated
Counseled
Delivered
Demonstrated
Earned
Empathized
Expanded
Explained
Facilitated
Furnished
Generated
Inspected
Installed
Issued
Mentored
Referred
Related
Repaired
Provided
Purchased
Sent
Served
Serviced
Submitted
Transmitted

Technical

Authored
Chartered
Compiled
Condensed
Eliminated
Estimated
Graphed
Installed
Instructed
Invented
Logged
Minimized
Routed
Translated
Upgraded