

## Resume Action/ Power Verbs

Use this list of verbs to guide you as you write your bullet points in your job descriptions with your relevant experience.

*Use the present tense of verbs for jobs you are still doing (e.g., create)*

*Use the past tense of verbs for jobs you had in the past (e.g., created)*

Achievement	Administrative	Communication	Creative	Financial
accelerated	arranged	addressed	authored	allocated
accomplished	channeled	arbitrated	changed	analyzed
achieved	charted	articulated	conceived	appraised
activated	collated	briefed	constructed	audited
attained	collected	communicated	created	balanced
competed	coordinated	conducted	developed	budgeted
earned	dispensed	contacted	devised	calculated
effected	distributed	conveyed	drafted	compiled
elicited	established	corresponded	established	computed
executed	executed	delivered	formulated	controlled
exercised	implemented	demonstrated	founded	disbursed
expanded	installed	edited	illustrated	estimated
expedited	maintained	entertained	influenced	figured
generated	offered	interviewed	introduced	financed
improved	ordered	informed	invented	forecasted
increased	outlined	lectured	launched	projected
insured	performed	mediated	originated	reconciled
marketed	prepared	negotiated	revamped	tabulated
mastered	processed	persuaded	revised	
obtained	provided	presented	staged	
produced	purchased	promoted	updated	
reduced	recorded	proposed	visualized	
reorganized	rendered	publicized		
reproduced	served	reported		
restructured	serviced	represented		
simplified	sourced	responded		
sold	supported	suggested		
solicited		translated		
streamlined		wrote		
succeeded				
upgraded				

See Back →

Help/ Teach	Lead/ Manage	Plan/Organize	Research/ Analytical	Technical
advised clarified coached collaborated consulted counseled educated explained facilitated guided instructed modeled taught trained tutored	acquired administered approved assigned chaired contracted controlled decided delegated directed enlisted governed handled initiated instilled managed motivated recruited retained reviewed selected	allocated anticipated arranged catalogued categorized classified collected consolidated convened edited eliminated employed grouped monitored planned regulated scheduled structured	assessed compared critiqued defined derived detected determined discovered evaluated examined explored found inspected interpreted investigated located measured observed rated recommended reviewed searched studied surveyed	adapted adjusted applied built computed constructed designed diagnosed engineered experimented maintained modified operated prescribed programmed proved reinforced repaired resolved restored solved specified systematized tested