

“Action words”

To communicate quickly and powerfully with prospective employers, use « action » words wherever you can on your résumé and in your cover letter. This list will provide you with suggestions. But it should not confine you. If you have a better word, use it!

Take a look at sample résumés to see how other job seekers have used “action verbs” in their résumés.

Accomplished	Coached	Defined	Evaluated	Instructed	Obtained	Read	Shaped
Achieved	Collaborated	Delivered	Examined	Interviewed	Operated	received	Simplified
Acquired	Collected	Demonstrated	Executed	Introduced	Organised	Recognised	Sold
Adapted	Combined	Designed	Experienced	Invented	Originated	Recommended	Staffed
Adjusted	Communicated	Determined	Explained	Inventoried	Packaged	Recruited	Steered
Advertised	Compiled	Developed	Explanded	Investigated	Participated	Regulated	Stimulated
Advised	Completed	devised	Fired	Learned	Patented	Renegotiated	Streamlined
Analysed	Conceived	Directed	Formed	Lectured	Performed	Reorganised	Studied
Anticipated	concluded	Discovered	Formulated	Lobbied	Persuaded	Repaired	Suggested
Appraised	Conducted	Dispatched	Generated	Localised	Placed	Reported	Supervised
Arranged	Constructed	Displayed	Guided	Logged	Planned	reported	Taught
Assembled	Contacted	Documented	Harmonised	Managed	Posted	Rescued	Tested
Assisted	contributed	doubled	Hired	Manufactured	Prepared	Researched	Took part in
Audited	Controlled	Edited	Identified	Maximised	Presented	Resolved	Trained
Augmented	Coordinated	Effected	Implemented	Minimised	Produced	Reviewed	Transcribed
Authored	Copyrighted	Elicited	Improved	Modernised	Programmed	Revised	Translated
Balanced	Corresponded	Employed	Increased	Modified	Promoted	Saved	Tripled
Budgeted	Counseled	Engineered	Initiated	Monitored	Proposed	Screened	Vended
Built	Created	Enhanced	Inspected	Motivated	Provided	Selected	Was in charge of
Catalogued	Cultivated	Established	Inspired	Maintained	Published	Set up	Was responsible for
Closed (a deal)	Debugged	Estimated	Installed	Negotiated	Purchased	Settled	Wrote