

Power or Action Verbs for Your Resume

Every bullet point should begin with a powerful action word. Use present tense for current experiences, past tense for prior experiences.

MANAGEMENT/ LEADERSHIP SKILLS

administered
analyzed
approved
assigned
attained
authorized
chaired
consolidated
contracted
controlled
coordinated
decided
delegated
developed
directed
eliminated
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
increased
initiated
instituted
led
managed
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended

reorganized
replaced
restored
reviewed
scheduled
strengthened
supervised

COMMUNICATION/ PEOPLE SKILLS

addressed
advertised
arranged
articulated
clarified
collaborated
communicated
composed
consulted
contacted
conveyed
corresponded
described
developed
discussed
elicited
enlisted
explained
expressed
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
listened
marketed
mediated
observed
participated
persuaded
presented

promoted
proposed
publicized
reconciled
recruited
reinforced
reported
resolved
responded
solicited
spoke
suggested
translated
wrote

RESEARCH SKILLS

clarified
collected
compared
conducted
critiqued
detected
determined
examined
experimented
explored
formulated
gathered
identified
inspected
interpreted
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
tested

TECHNICAL SKILLS

adapted
assembled
built
calculated
computed
constructed
converted
designed
determined
developed
engineered
fabricated
installed
maintained
operated
overhauled
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
utilized

TEACHING SKILLS

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
demonstrated
developed
enabled
encouraged

evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
taught
tested
trained
tutored

FINANCIAL/DATA SKILLS

administered
adjusted
allocated
assessed
appraised
audited
balanced
calculated
computed
corrected
determined
estimated
forecasted
managed
marketed
measured
planned
programmed
projected

reconciled
reduced
researched
retrieved

CREATIVE SKILLS

acted
combined
conceptualized
created
customized
designed
developed
directed
displayed
established
fashioned
formulated
founded
illustrated
integrated
introduced
modeled
modified
originated
performed
planned
revised
revitalized
shaped

HELPING SKILLS

advocated
aided
answered
arranged
assessed
assisted

cared for
clarified
coached
collaborated
contributed
cooperated
counseled
diagnosed
encouraged
ensured
expedited
facilitated
furthered
guided
helped
intervened
motivated
provided
referred
presented
resolved
supplied
supported
volunteered

ORGANIZATION/ DETAIL SKILLS

arranged
categorized
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented

incorporated
logged
maintained
monitored
obtained
ordered
organized
prepared
processed
provided
purchased
recorded
responded
reviewed
scheduled
screened
submitted
supplied
standardized
systematized
updated
validated
verified

MORE VERBS FOR ACCOMPLISHMENTS

achieved
completed
expanded
exceeded
improved
pioneered
spearheaded
succeeded
surpassed
transformed
won