

Action Words for Resumes

RESUMES

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accomplished	convinced	guided	pioneered	stated
accounted for	coordinated	handled	placed	stopped
achieved	corrected	helped	planned	streamlined
acquired	counseled	highlighted	played	strengthened
adjusted	counted created	housed	prepared	stripped
administered	critiqued	hunted	presented	studied
advised	decided	identified	processed	submitted
aided	defined	implemented	produced	suggested
analyzed	delegated	improved	profited	summarized
anticipated	delivered	included	programmed	supervised
applied	demonstrated	incorporated	projected	supported
appointed	designed	increased	promoted	surmounted
appraised	determined	indicated initiated	proved	surveyed
arranged	developed	innovated	purchased	targeted
assessed	devised	inspected	qualified	taught
assisted	diminished	instructed	quickened	tested
assumed	directed	interviewed	ran	took over
assured	discovered	introduced joined	rated	toured
attended	drafted	kept	realized	tracked
authored	dramatized	labored	received	trained
authorized	earned	launched	recognized	transformed
awarded	edited	lectured	recommended	translated
began	educated elected	led	reduced	traveled
boosted	employed	licensed	reported	tutored
bought	encouraged	located	researched	typed
briefed	enjoyed enlarged	looked	returned	uncovered
brought	ensured entered	made	revealed	updated
budgeted	established	maintained	reviewed	won
built	evaluated	managed	revised	wrote
calculated	excelled	maximized	said	
catalogued	executed	met	saved	
caused	expanded	modified	saw	
changed	expedited	monitored	screened	
checked	explained	motivated	scrutinized	
chose	familiarized	moved	selected	
classified	filed	negotiated	sent	
closed	financed	netted	served	
combined	foresaw	observed	shipped	
communicated	formulated	opened	showed	
compared	forwarded	operated	sifted	
completed	fostered	ordered	simplified	
composed	found	organized	smoothed	
conceived	gained	oversaw	solved	
concluded	gathered	paid	sought	
conducted	gave	participated	spearheaded	
constructed	graded	perceived	specified	
continued	greeted	performed	spoke	
controlled	grossed	persuaded	started	

DESCRIPTIONS FOR SPECIFIC ACCOMPLISHMENTS

Communication & Persuasion (exchange, transmission, & expression of knowledge and ideas)

communication	selling ability	negotiating	teaching
writing	language	thinking on one's feet	
verbal communication	interviewing	conversational ability	
listening	asking questions	dealing with public	
training	making presentations	public speaking	

Organization Management (direct & guide a group in completing tasks and attaining goals)

problem solving	organization	assume responsibility	
time management	coordination	task discrimination	
decision-making	administration	ability to motivate	
leadership	ability to delegate	set priorities	
meet deadlines	apply policies	give directions	
supervision	interpret policies	ability to put theory into practice	

Research and Investigation (the search for specific knowledge)

analyze	data gathering	observing	
research	critical thinking	outline assumptions	
reading	data analysis	theoretical skills	

Human Services (attend to physical, mental, or social needs of people)

interpersonal skills	empathetic counseling		
group process	attention to detail		
sensitivity to needs			

Information Management (arrange and retrieve data, knowledge, and ideas)

math skills	record-keeping		
organize information	attention to detail		
information management	logical ability		

Design and Planning (imagine the future and describe a process for creating it)

anticipate problems	design programs	anticipate consequences of actions	
plan	visual thinking		
conceptualize	recruit new ideas		