

Resume Action Verbs

PLANNING

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared
Revised	Anticipated	Devised	Identified
Prioritized	Strategized	Commissioned	Evaluated
Observed	Researched	Studied	Determined
Forecasted	Planned	Reserved	Tailored

ORGANIZING

Example: Coordinated weekly office schedules for eight employees

Acquired	Cataloged	Designated	Logged
Routed	Activated	Centralized	Designed
Mapped out	Scheduled	Adjusted	Charted
Dispatched	Neatened	Selected	Allocated
Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered
Simplified	Appointed	Committed	Housed
Sought	Arranged	Confirmed	Retrieved
Implemented	Procured	Straightened	Assembled
Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited
Tracked	Assigned	Customized	Issued
Rectified	Tracked	Authorized	Delegated

EXECUTING

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Processed	Sold
Administered	Distributed	Installed	Produced
Stocked	Carried out	Entered	Labored
Proofed	Transacted	Collected	Exercised
Merchandised	Prospected	Forwarded	Operated
Proved	Conducted	Performed	Shipped

SUPERVISING

Example: Supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled
Screened	Analyzed	Developed	Judged
Oversaw	Apportioned	Discovered	Licensed
Inspected	Scrutinized	Assessed	Established
Maintained	Prohibited	Supervised	Certified
Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated
Tightened	Controlled	Graded	Monitored
Reviewed	Traced	Corrected	Officiated
Revised	Administered	Conducted	Governed

LEADING

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored
Spearheaded	Assumed	Employed	Hired
Motivated	Caused	Empowered	Influenced
Originated	Strengthened	Chaired	Encouraged
Initiated	Pioneered	Supervised	Changed
Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised
Transformed	Directed	Fostered	Recognized

GETTING RESULTS

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Minimized
Reduced (losses)	Achieved	Contributed	Excelled
Heightened	Modernized	Rejuvenated	Added
Delivered	Expanded	Executed	Improved
Obtained	Renovated	Advanced	Demonstrated
Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated
Orchestrated	Targeted	Augmented	Earned
Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced
Prevailed	Built	Eliminated	Gained
Invented	Produced	Combined	Enlarged
Generated	Joined	Qualified	Completed
Grew	Launched	Realized	Consolidated
Enlisted	Guaranteed	Lightened	Received

PROBLEM SOLVING

Example: Streamlined ordering using computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found
Repaired	Solved	Analyzed	Created
Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended
Revitalized	Theorized	Collaborated	Decided
Foresaw	Remedied	Revived	Conceived
Deciphered	Formulated	Remodeled	Satisfied

QUANTITATIVE

Example: converted files from COBAL to JAVA to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed
Projected	Tabulated	Appraised	Compiled
Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried
Quantified	Audited	Computed	Enumerated
Maximized	Balanced	Conserved	Estimated
Multiplied	Reconciled	Budgeted	Converted
Figured	Netted	Recorded	Calculated
Counted	Financed	Profited	Reduced

COMMUNICATING

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies.

Acted	Composed	Elicited	Justified
Rendered	Summarized	Adapted	Consented
Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed
Represented	Supported	Addressed	Convinced
Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated
Sanctioned	Synthesized	Amended	Corresponded
Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived
Shaped	Tested	Argued	Dedicated
Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented
Specified	Translated	Attested	Deliberated