



Action Verbs *for* Resumes

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When writing bullet statements for your resume, start each description with an action verb. Avoid verbs ending in “ing” and beginning with, “Responsible for...” Also, avoid repeating the same verb if at all possible. The following are some alternative verbs you might find useful. *FACT: The most common error on resumes is verb tense. While all the following action verbs are past tense, remember the rule:*

Present jobs — present tense • Past jobs — past tense

<p>COMMUNICATION —</p> <ul style="list-style-type: none"> Collaborated Conducted Consulted Disseminated Drafted Edited Explained Influenced Interacted Interpreted Introduced Mediated Planned Presented Proposed Reported Researched Promoted Translated Wrote 	<p>FINANCIAL —</p> <ul style="list-style-type: none"> Accounted Allocated Audited Balanced Budgeted Calculated Estimated Forecasted Formulated Invested Projected <p>HUMAN RELATIONS —</p> <ul style="list-style-type: none"> Advised Assisted Counseled Encouraged Empowered Facilitated Helped Guided Joined Listened 	<ul style="list-style-type: none"> Hired Initiated Implemented Judged Led Managed Motivated Negotiated Persuaded Produced Provided Recruited Scheduled Staffed Supervised <p>PROBLEM SOLVING —</p> <ul style="list-style-type: none"> Adjusted Analyzed Anticipated Changed Completed Converted Determined Diagnosed Discovered Doubled Eliminated Examined Executed Expanded Identified Planned Prepared Recommended Reconciled Reorganized Resolved Reviewed Selected Set up Simplified Solved 	<ul style="list-style-type: none"> Tested Verified Utilized <p>RESEARCH —</p> <ul style="list-style-type: none"> Assessed Compared Compiled Defined Drafted Interviewed Organized Solved Surveyed Summarized <p>TECHNICAL —</p> <ul style="list-style-type: none"> Assembled Built Coded Drafted Engineered Inspected Installed Maintained Mapped Operated Programmed Repaired Surveyed Tested
<p>CREATIVE —</p> <ul style="list-style-type: none"> Adapted Conceived Composed Designed Developed Devised Established Forecasted Illustrated Imagined Improvised Improved Originated Invented Performed Publicized Published Updated Visualized 	<p>LEADERSHIP —</p> <ul style="list-style-type: none"> Achieved Administered Assigned Chaired Coached Contracted Coordinated Delegated Directed Enforced Evaluated Expedited Formed Funded Generated Governed 		<p>TRAINING —</p> <ul style="list-style-type: none"> Demonstrated Evaluated Instructed Taught Tutored Trained