

ACTION VERBS FOR RESUMES & PROFESSIONAL PROFILES

Action verbs are the beginning of a powerful action statement and serve as a first impression of your accomplishments.

In a resume, it's important to get to the point. Action verbs immediately provide information and show your impact in past or current roles. It is important to choose and use them wisely.

A

Adapted

Addressed

Adjusted

Advanced

Advertised

Advised

Advocated

Aided

Analyzed

Applied

Appointed

Appraised

Arranged

Assembled

Assessed

Assigned

Assisted

Audited

B

Balanced

Briefed

Built

C

Calculated

Captured

Categorized

Coached

Coded

Collaborated

Collected

Communicated

Compiled

Conceptualized

Conducted

Constructed

Conceived

Converted

Coordinated

Counseled

Created

Customized

D

Debugged

Defined

Delivered

Demonstrated

Described

Designed

Detected

Developed

Devised

Diagnosed

Directed

Directed

Distributed

Documented

Drafted

Drew

E

Edited

Educated

Emphasized

Encouraged

Enforced

Engineered

Enhanced

Established

Estimated

Evaluated

Examined

Exceeded

Executed

Expanded

Expedited

Explained

Expressed

TIPS FOR CHOOSING AN ACTION VERB:

Think about skills you'll use in your NEW job.

What actions will you be completing?

What verbs align with your NEW industry?

TIPS FOR CORRECT USAGE:

When referring to **previous** positions or jobs, use past tense (managed, instructed, collaborated)

When referring to **achievements** in your current job, use past tense

When referring to a **current** position, use present tense (manage, instruct, collaborate)

EXAMPLE ACTION STATEMENTS:

- Educated patients and families on proper home care and post-op procedures.
- Collaborated effectively with team of 6 staff to increase sales 25%.

F	Investigated	Programmed	Supervised
Facilitated	L	Promoted	Supplied
Fashioned	Launched	Proposed	Supported
Filed	Listened	Publicized	Surpassed
Founded	Logged	Q - R	Surveyed
Forecasted	M - N	Quantified	T
Formulated	Maintained	Recommended	Tested
Fortified	Managed	Reconstructed	Trained
Fostered	Marketed	Recorded	Transformed
G - H	Measured	Recruited	Translated
Generated	Modeled	Reduced	Tutored
Guided	Moderated	Registered	U
Headed	Modified	Regulated	Updated
Hosted	Monitored	Rehabilitated	Upgraded
I	Negotiated	Remodeled	Utilized
Identified	O	Repaired	V - W
Illustrated	Observed	Reported	Validated
Implemented	Operated	Researched	Verified
Improved	Optimized	Reserved	Volunteered
Improvised	Ordered	Resolved	Wrote
Incorporated	Organized	Responded	
Increased	Outlined	Restored	
Influenced	Oversaw	Reverse Engineered	
Informed	P	Reviewed	
Initiated	Partnered	Revised	
Innovate	Photographed	Revitalized	
Inspected	Pioneered	S	
Installed	Planned	Scheduled	
Instructed	Prepared	Shaped	
Integrated	Presented	Simplified	
Intervened	Prioritized	Spearheaded	
Interviewed	Processed	Streamlined	
Invented	Produced	Strengthened	