



Resume Action Verbs and Phrases

Action verbs make your resume come alive. Begin each resume bullet point with an action verb. Use the present tense for positions you currently hold and the past tense for earlier positions.

The following table provides some sample action verbs. Choose the words that most appropriately describe your responsibilities, and vary your language.

Accelerated	Doubled	Led	Resolved
Accomplished	Earned	Lightened	Responded to
Achieved	Edited	Liquidated	Restored
Acquired	Educated	Located	Revamped
Activated	Effected	Managed	Reviewed
Addressed	Eliminated	Manufactured	Revised
Administered	Employed	Marketed	Revitalized
Advanced	Enabled	Mastered	Revived
Advised	Encouraged	Mobilized	Satisfied
Advocated	Energized	Modified	Saved
Allocated	Enforced	Monitored	Scheduled
Analyzed	Engineered	Motivated	Secured
Anticipated	Enhanced	Negotiated	Selected
Applied	Envisioned	Nominated	Served
Appointed	Established	Normalized	Serviced
Appraised	Estimated	Obtained	Set up
Appreciated	Evaluated	Officiated	Settled
Approved	Examined	Operated	Shaped
Arranged	Exceeded	Ordered	Showed
Aspired	Executed	Organized	Simplified
Assessed	Exercised	Oriented	Solved



Assigned	Exhibited	Originated	Sparked
Attained	Expanded	Overcame	Specified
Audited	Experienced	Overhauled	Sponsored
Avoided	Extended	Oversaw	Stabilized
Broadened	Extracted	Participated	Staffed
Budgeted	Facilitated	Perceived	Standardized
Built	Finalized	Perfected	Started
Calculated	Financed	Performed	Stimulated
Captured	Forecasted	Piloted	Streamlined
Centralized	Formalized	Pinpointed	Strengthened
Clarified	Formulated	Pioneered	Stretched
Collaborated	Founded	Placed	Structured
Combined	Framed	Planned	Studied
Commanded	Fulfilled	Pleased	Substantiated
Completed	Generated	Popularized	Succeeded
Composed	Governed	Prepared	Suggested
Conceived	Guided	Presented	Summarized
Concluded	Handled	Presided	Supervised
Conducted	Headed	Prevented	Supported
Connected	Helped	Processed	Surpassed
Consolidated	Hired	Procured	Surveyed
Constructed	Identified	Produced	Sustained
Consulted	Implemented	Programmed	Tailored
Contributed	Improved	Projected	Taught
Controlled	Improvised	Promoted	Terminated
Converted	Increased	Prompted	Tested
Cooperated	Induced	Propelled	Tightened
Coordinated	Influenced	Proposed	Traded
Corrected	Initiated	Proved	Trained
Created	Innovated	Provided	Transacted
Cultivated	Inspected	Published	Transferred



Decentralized	Inspired	Purchased	Transformed
Decided	Installed	Reestablished	Translated
Decreased	Instituted	Realized	Trebled
Defined	Instructed	Recognized	Trimmed
Delegated	Insured	Recommended	Tripled
Delivered	Integrated	Reconciled	Uncovered
Demonstrated	Intensified	Recruited	Undertook
Designated	Interpreted	Redesigned	Unified
Designed	Interviewed	Regulated	Used
Detailed	Introduced	Reinforced	Utilized
Determined	Invented	Rejected	Verified
Devised	Invested	Related	Widened
Directed	Investigated	Renegotiated	Withdrew
Discovered	Judged	Reorganized	Won
Displayed	Justified	Reported	Worked
Distinguished	Keyed	Represented	Wrote
Distributed	Keynoted	Researched	
Documented	Launched	Reshaped	