

Action Words For Resumes



Verbs help when describing your relevant experience to potential employers, especially your work experience. They are also good words to match from the job posting to your job application (i.e. cover letter and resume).

Below are some suggestions for some skills employers commonly seek, and action verbs to help describe your experience developing these skills.

Describe your skills in **Analysis**

Accounted	Concluded	Evaluated	Programmed	Tested
Analyzed	Confirmed	Examined	Projected	Validated
Ascertained	Critiqued	Formulated	Questioned	Verified
Assessed	Deciphered	Justified	Rated	Recommended
Compared	Deliberated	Measured	Scrutinized	Researched
Computed	Determined	Observed	Studied	
Conceptualized	Estimated	Prioritized	Synthesized	

Describe your skills in **Communication**

Addressed	Convinced	Elicited	Marketed	Responded
Advocated	Corresponded	Explained	Persuaded	Spoke
Authored	Counselled	Familiarized	Presented	Summarized
Called	Demonstrated	Informed	Promoted	Taught
Clarified	Discussed	Interpreted	Publicized	Transcribed
Coached	Drafted	Lectured	Queried	Translated
Communicated	Edited	Listened	Referred	Tutored
Contacted	Educated	Lobbied	Reported	Wrote

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Describe your **Creative** skills

Adapted	Constructed	Envisioned	Made	Revised
Authored	Created	Improvised	Manufactured	Shaped
Brainstormed	Designed	Innovated	Played	
Built	Developed	Invented	Produced	
Composed	Engineered	Illustrated	Visualized	

Describe your skills in **Taking Initiative**

Accelerated	Attended	Handled	Launched	Revitalized
Accomplished	Created	Implemented	Proposed	Solicited
Achieved	Coordinated	Improvised	Rejuvenated	Spearheaded
Acted	Established	Initiated	Played	Utilized
Advanced	Founded	Instituted	Revamped	
Applied	Generated	Introduced	Reviewed	

Describe your skills in **Teamwork**

Accommodated	Consulted	Harmonized	Negotiated	Respected
Assisted	Contributed	Helped	Participated	Shared
Balanced	Cooperated	Integrated	Partnered	
Collaborated	Facilitated	Mediated	Related	

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Describe your skills in **Leadership**

Administered	Chaired	Enforced	Interviewed	Piloted
Advised	Decided	Financed	Led	Recruited
Allocated	Delegated	Fostered	Maintained	Sanctioned
Anticipated	Directed	Guided	Managed	Selected
Appointed	Empowered	Headed	Monitored	Sponsored
Approved	Enabled	Hired	Motivated	Supervised
Assigned	Encouraged	Influenced	Officiated	Trained
Authorized	Endorsed	Instructed	Oversaw	Unified

Describe your skills in **Problem Solving**

Aided	Finalized	Reconciled	Remedied	Strengthened
Alleviated	Fulfilled	Restored	Remodeled	Supplemented
Ameliorated	Generated	Rectified	Repaired	Strengthened
Augmented	Identified	Reduced	Saved	Transformed
Customized	Improved	Reconciled	Remedied	Troubleshoot
Expanded	Increased	Refined	Solved	Updated
Extended	Polished	Reformed	Streamlined	Upgraded

...and more verbs to **describe your skills!**

Activated	Demonstrated	Guaranteed	Performed	Submitted
Added	Dissected	Involved	Prepared	Surveyed
Appraised	Excelled	Issued	Realized	Tailored

Action Words For Resumes



Approximated

Executed

Licensed

Served

Audited

Experimented

Navigated

Shipped

Circulated

Familiarized

Operated

Sought

Displayed

Galvanized

Parlayed

Staffed