

RESUME ACTION VERBS

DOCUMENT CREATION > RESUMES & COVER LETTERS

You know not to start your power bullets with “Responsible for” or “Duties included,” but do you find yourself repeatedly using the same verbs? Avoid this common mistake by getting using compelling verbs to catch the hiring managers’ eyes. Use these lists to start brainstorming the start of your bullets.

ACHIEVEMENT

attained	exceeded	outperformed	surpassed
awarded	improved	produced	transformed
earned	outpaced	succeeded	yielded

ADMINISTRATION + ORGANIZATION

administered	delivered	initiated	organized	restructured
aligned	designed	instituted	overhauled	revamped
appointed	developed	issued	oversaw	reviewed
arranged	dispatched	launched lifted	planned	routed secured
budgeted	dispensed	managed	prescribed	selected
catalogued	distributed	mapped	presided	simplified
centralized	eliminated	merged	provided	standardized
charted	engineered	modified	recruited	streamlined
classified	executed	motivated	rectified	supervised
completed	founded formed	obtained	referred	supplied
consolidated	governed	offered	refined	sustained
converted	headed	operated	regulated	terminated
coordinated	implemented	orchestrated	reorganized	
compiled	incorporated	oriented	replaced	
delegated			represented	

ANALYTICAL

analyzed	conceptualized	diagnosed		programmed
ascertained	critiqued	discovered	formulated	projected
assessed	deciphered	estimated	identified	qualified
calculated	defined	evaluated	integrated	quantified
compared	deliberated	examined	investigated	questioned
compiled	detected	explored	justified	rated
computed	devised	forecasted	measured	recommended
			prioritized	

ANALYTICAL (CONTINUED)

researched	substantiated	systemized	tracked
scrutinized	surveyed	targeted	validated
studied	synthesized	tested	verified

COMMUNICATION

addressed	communicated	drafted	lobbied	publicized
advised	comoposed	edited	marketed	published
advocated	consulted	explained	mediated	queried reached
apprised	conveyed	fielded	moderated	recommended
arbitrated	convinced	guided	negotiated	reported
authored	corresponded	illustrated	notified	showcased
briefed	counseled	informed	partnered	summarized
campaigned	cultivated	instructed	persuaded	trained
clarified co-	demonstrated	interpreted	presented	translated
authored	documented	interviewed	promoted	

FINANCIAL / RECORDS MANAGEMENT

amplified	conserved	generated	minimized	resolved
audited	decreased	inspected	monitored	scheduled
allocated	deducted	invested	processed	scrutinized
balanced	documented	inventoried	procured	tallied verified
catalogued	expedited	itemized	purchased	
charted	forecasted	lessened	reconciled	
classified	furthered	logged	reduced	
condensed	gained	maximized	recorded	

INITIATIVE + LEADERSHIP

accelerated	blocked	demonstrated	enriched	implemented
accomplished	bolstered	designated	ensured	increased
achieved	boosted	directed	established	influenced
acquired	built	educated	expanded	initiated
administered	capitalized	elicited	expedited	innovated
advanced	chaired	empowered	facilitated	inspired
allocated	coached	enabled	forged	introduced
appointed	controlled	encouraged	fostered	judged
approved	created	endorsed	founded	launched
assembled	customized	enforced	guided	mentored
authorized	delegated	enhanced	hired	mobilized

INITIATIVE + LEADERSHIP (CONTINUED)

moderated	pioneered	revamped	strengthened	updated
modernized	recruited	revitalized	supervised	upgraded
motivated	redesigned	screened	taught trained	
navigated	refocused	shaped	unified united	
officiated	rehabilitated	spearheaded		
overhauled	remodeled	stimulated		