

Key Action Verbs

Your résumé must be action oriented in order to catch the reader's eye. Listed below are a few ideas to help you start each sentence or phrase on your résumé with an action verb.

(List of Key Action Verbs provided courtesy of Rhodes College Career Services).

Communication Skills

Advertised
Arbitrated
Authored
Clarified
Composed
Contacted
Corresponded
Demonstrated
Drafted
Edited
Facilitated
Informed
Interpreted
Mediated
Moderated
Negotiated
Notified
Presented
Persuaded
Promoted
Proofread
Publicized
Published
Translated
Wrote

Creative Skills

Built
Composed
Conceived
Conceptualized
Constructed
Created
Designed
Developed
Directed
Established
Formulated
Founded
Generated
Initiated
Invented
Launched
Originated
Performed

Piloted
Planned
Produced
Revised

Helping Skills

Advised
Advocated
Aided
Assessed
Assisted
Coached
Collaborated
Counseled
Diagnosed
Directed
Encouraged
Guided
Inspired
Led
Mentored
Represented
Served
Supported

Leadership Skills

Achieved
Clarified
Decided
Delegated
Effectuated
Enhanced
Exceeded
Excelled
Headed
Improved
Inspired
Instigated
Led
Marketed
Motivated
Participated
Presided
Recommended
Succeeded

Management & Organizational Skills

Administered
Arranged
Assembled
Completed
Conducted
Controlled
Correlated
Determined
Directed
Eliminated
Engineered
Evaluated
Executed
Expanded
Implemented
Increased
Maintained
Managed
Planned
Prepared
Procured
Provided
Scheduled
Solved
Supervised

Research Skills

Analyzed
Clarified
Coded
Collected data
Compared
Contrasted
Evaluated
Examined
Experimented
Explored
Inquired
Interpreted
Interviewed
Investigated
Reported
Reviewed
Studied

Summarized
Surveyed

Teaching Skills

Advised
Assessed
Clarified
Coached
Conducted
Demonstrated
Developed
Educated
Evaluated
Explained
Facilitated
Guided
Illustrated
Informed
Instructed
Led
Mentored
Planned
Trained
Tutored

Technical Skills

Analyzed
Budgeted
Built
Calculated
Computed
Correlated
Developed
Financed
Handled
Maintained
Manipulated
Operated
Programmed
Repaired