

Action Verbs for Your Resume

Bullet points should always start with a past-tense action verb to describe accomplishments or job duties.

A

accelerated
accomplished
achieved
acquired
activated
adapted
addressed
adjusted
administered
advanced
advertised
advised
advocated
aided
allocated
amended
amplified
analyzed
answered
applied
appointed
appraised
approved
arbitrated
arranged
articulated
assembled
assessed
assigned
assisted
attained
attended
audited
augmented
authored

B

balanced
boosted
broadened

budgeted

C

calculated
capitalized
cared for
cataloged
categorized
centralized
chaired
charted
clarified
classified
coached
coded
collaborated
collated
collected
combined
communicated
compared
compiled
completed
composed
computed
conceived
conceptualized
condensed
conducted
conferred
conserved
consolidated
constructed
consulted
contracted
contributed
controlled
converted
conveyed
convinced
cooperated

coordinated

corrected

correlated

corresponded

counseled

created

critiqued

cultivated

customized

D

debugged
decentralized
decided
decreased
defined
delegated
delivered
demonstrated
described
designed
determined
developed
devised
diagnosed
directed
discovered
discussed
dispatched
displayed
distributed
documented
drafted

E

earned
edited
educated
eliminated
emphasized
employed

empowered

enabled

encouraged

energized

enforced

engineered

enhanced

enlarged

enlisted

enriched

ensured

envisioned

established

estimated

evaluated

examined

exceeded

executed

expanded

expedited

experimented

explained

explored

expressed

extended

extracted

F

fabricated
facilitated
familiarized
fashioned
filed
focused
forecasted
formalized
formulated
fortified
fostered
founded
fulfilled

furthered

G

gained
gathered
gauged
generated
governed
greeted
guided

H

handled
headed
hired
hosted

I

identified
ignited
illustrated
implemented
improved
improvised
incorporated
increased
individualized
influenced
informed
initiated
innovated
inspected
inspired
installed
instilled
instituted
instructed
integrated
interfaced
interpreted
intervened

interviewed
introduced
invented
investigated
involved

J

joined
judged
justified

L

launched
learned
lectured
led
licensed
listened
lobbied
localized
located
logged

M

maintained
managed
marketed
masterminded
maximized
measured
mediated
mentored
merged
modeled
moderated
modernized
modified
monitored
motivated

N

navigated
negotiated
notified
nurtured

O

observed
obtained
operated
optimized
orchestrated
ordered
organized
originated
outlined
overhauled
oversaw

P

participated
performed
persuaded
pioneered
planned
prepared
presented
presided
prevented
prioritized
processed
procured
produced
programmed
projected
promoted
proposed
proved
provided

publicized
published
purchased

R

recommended
reconciled
recorded
recruited
rectified
redesigned
reduced
referred
refined
registered
regulated
rehabilitated
reinforced
related
remodeled
reorganized
repaired
replaced
reported
represented
rescued
researched
reserved
reshaped
resolved
responded
restored
restructured
retrieved
revamped
reviewed
revised
revitalized
revolutionized
routed

S

safeguarded
salvaged
scheduled
secured
selected
served
simplified
simulated
sold
solicited
solved
spearheaded
specified
sponsored
staged
standardized
stimulated
strategized
streamlined
strengthened
structured
studied
submitted
substantiated
succeeded
suggested
summarized
supervised
supplemented
supplied
supported
surpassed
surveyed
synchronized
synthesized
systematized

T

tabulated

targeted
taught
terminated
tested
traced
trained
transferred
transformed
translated
transmitted
traveled
tutored

U

undertook
unified
united
updated
upgraded
upheld
utilized

V

validated
verified
visualized
volunteered

W

waitressed
weighed
welcomed
won
worked
wrote



Second Floor Spiva Library • mssu.edu/career
417-625-9343 • careerservices@mssu.edu