

Action Verbs

This list of strong action verbs, organized by function, can be used when describing accomplishments on your resume.

Communications

Acted as liaison
Advised
Advocated
Arbitrated
Authored
Commented
Consulted
Correspond
Counseled
Cultivated
Demonstrated
Displayed
Edited
Expedited
Extrapolated
Facilitated
Familiarized
Guided
Informed
Instigated
Instructed
Interpreted
Interviewed
Lectured
Marketed
Mediated
Moderated
Negotiated
Notified
Presented
Promoted
Publicized
Published
Recommended
Referred
Sold
Summarized
Trained
Translated
Wrote

Administration/ Management

Administered
Appointed
Arranged
Completed
Conducted
Consolidated
Contracted
Controlled
Coordinated
Decentralized
Delegated

Determined
Directed
Dispatched
Dispensed
Distributed
Eliminated
Executed
Founded
Generated
Governed
Headed
Implemented
Instituted
Issued
Launched
Managed
Motivated
Obtained
Offered
Opened
Ordered
Organized
Overhauled
Oversaw
Prescribed
Presided
Provided
Recruited
Rectified
Referred
Regulated
Represented
Revamped
Reviewed
Routed
Selected
Spearheaded
Supervised
Supplied
Terminated

Planning and Development

Broadened
Created
Designed
Developed
Devised
Discovered
Drafted
Estimated
Improved
Initiated
Invented

Modified
Planned
Prepared
Produced
Salvaged

Analysis

Amplified
Analyzed
Calculated
Conceptualized
Compiled
Computed
Detected
Diagnosed
Disapproved
Evaluated
Examined
Forecasted
Formulated
Identified
Investigated
Programmed
Researched
Segmented
Solved
Studied
Synthesized
Systemized
Tested

Financial/ Records Management

Adjusted
Audited
Allocated
Balanced
Catalogued
Charted
Classified
Collected
Condensed
Documented
Expedited
Formulated
Guaranteed
Invested
Inventoried
Listed
Logged
Maximized
Minimized
Monitored
Processed

Procured
Purchased
Recorded
Scheduled
Tabulated
Tallied
Traced
Updated

Manual

Assembled
Built
Constructed
Delivered
Installed
Maintained
Modernized
Navigated
Operated
Repaired
Replaced
Restored
Rewired
Trimmed

General

Accomplished
Achieved
Assisted
Completed
Contributed
Delivered
Expanded
Handled
Increased
Initiated
Originated
Performed
Provided
Revamped
Served
Serviced
Strengthened
Transformed
Utilized
Won