

Action Verbs for Resume Bullet Development

Use this sample verb list when writing the bulleted job descriptors on your resume

ACTION VERBS

accelerated	compared	estimated	innovated	pioneered	served
accomplished	completed	evaluated	inspected	planned	serviced
accounted for	composed	examined	instructed	played	set
achieved	computed	excelled	insured	policed	shaped
acquired	conceived	executed	interpreted	prepared	shipped
adapted	conceptualized	exercised	interviewed	presented	shored up
added	concluded	expanded	introduced	prevailed	showed
addressed	conditioned	expedited	invented	processed	sifted
adjusted	conducted	experimented	investigated	produced	simplified
administered	consolidated	explained	joined	profited	smoothed
advised	constructed	explored	judged	programmed	sold
aided	consulted	expressed	kept	projected	solved
allocated	continued	extracted	labored	promoted	sought
alphabetized	contracted	facilitated	launched	proofed	specified
analyzed	controlled	familiarized	learned	proved	spoke
anticipated	convinced	fashioned	lectured	provided	started
applied	coordinated	figured	led	publicized	stopped
appointed	copied	filed	licensed	purchased	straightened
appraised	corrected	financed	lifted	qualified	streamlined
approved	counseled	fixed	located	quickened	studied
arbitrated	counted	followed	logged	raised	submitted
arranged	crafted	forecast	looked	ran	suggested
assembled	created	foresaw	made	rated	summarized
assessed	critiqued	formulated	maintained	read	supervised
assisted	dealt	forwarded	managed	realized	supplied
assumed	debated	fostered	manipulated	reasoned	supported
assured	decided	found	mapped out	received	surveyed
attained	defined	founded	marketed	recognized	targeted
attended	delegated	gained	maximized	recommended	taught
audited	delivered	gathered	mediated	reconciled	tested
authored	demonstrated	gave	mentored	recorded	tightened
authorized	designed	generated	met	recruited	took
awarded	determined	governed	modeled	redesigned	took over
balanced	developed	graded	modified	reduced	totaled
began	devised	greeted	monitored	referred	toured
boosted	diagnosed	grossed	motivated	related	tracked
bought	digested	guided	moved	renovated	trained
briefed	diminished	handled	negotiated	repaired	transferred
brought	directed	hastened	netted	reported	transformed
budgeted	discovered	headed	observed	represented	translated
built	documented	heightened	obtained	rescued	traveled
calculated	drafted	helped	offered	researched	treated
cataloged	dramatized	hiked	opened	resolved	troubleshoot
caught	drew	housed	operated	resulted in	tutored
caused	drew up	hunted	ordered	restored	typed
chaired	dropped	identified	organized	returned	uncovered
changed	drove	illustrated	originated	revealed	unearthed
checked	earned	implemented	overcame	reviewed	unfurled
chopped	edited	improved	oversaw	revised	unified
chose	elected	improvised	paid	saved	updated
clarified	eliminated	included	painted	saw	upgraded
classified	employed	incorporated	participated	scheduled	used
cleared up	encouraged	increased	perceived	screened	utilized
closed	enforced	indexed	performed	scrutinized	weighed
coached	enlisted	indicated	persevered	secured	welcomed
collected	ensured	influenced	persuaded	selected	won
combined	entered	informed	photographed	sent	worked
communicated	established	initiated	piloted	separated	wrote

Source: Adapted from Career Services and Leadership Education, St. Lawrence University, 2002