

Resume Verbs

The following list of verbs may help you write short, descriptive phrases describing your duties and accomplishments. If you aren't sure of a word's meaning, look it up in a dictionary (<http://www.dictionary.com> is useful) or choose a simpler verb.

Accomplishment Verbs		
Achieved Expanded	Familiarized Pioneered	Reduced Resolved Spearheaded

Clerical Verbs		
Approved Arranged Catalogued Classified Collected Compiled Generated Implemented	Inspected Monitored Operated Organized Prepared Processed Purchased	Recorded Retrieved Screened Specified Systematized Tabulated Validated

Communication Verbs		
Addressed Arbitrated Arranged Authored Collaborated Convinced Corresponded Developed Directed	Drafted Edited Enlisted Formulated Influenced Interpreted Mediated Moderated Negotiated	Persuaded Promoted Publicized Reconciled Recruited Spoke Translated Wrote

Creative Verbs		
Acted Conceptualized Created Customized Designed Developed Directed Drew	Established Fashioned Founded Illustrated Initiated Instituted Integrated Introduced	Invented Originated Performed Planned Revitalized Taught Wrote

Helping Verbs		
Advocated Assessed Assisted Clarified Coached Counseled	Demonstrated Diagnosed Educated Expedited Facilitated Familiarized	Guided Motivated Referred Rehabilitated Represented

Management Verbs		
Administered Assigned Attained Allocated Analyzed Appraised Audited Budgeted Calculated Chaired Computed Coordinated	Consolidated Contracted Delegated Developed Directed Evaluated Executed Forecasted Improved Increased Managed Marketed	Planned Projected Organized Oversaw Planned Prioritized Produced Researched Recommended Reviewed Scheduled Strengthened Supervised

Research Verbs		
Clarified Collected Diagnosed Evaluated Examined	Extracted Identified Inspected Interpreted Interviewed	Investigated Organized Reviewed Summarized Surveyed Systematized

Teaching Verbs		
Adapted Advised Clarified Coached Communicated Coordinated Developed	Enabled Encouraged Explained Facilitated Guided Informed Instructed	Persuaded Set goals Stimulated Taught Trained Wrote

Technical Verbs		
Assembled Built Calculated Computed Designed	Devised Engineered Fabricated Maintained Operated	Overhauled Programmed Remodeled Repaired Solved