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Action Words for Resumes

When employers read resumes they look for words that precisely describe the writers' accomplishments, because accomplishments predict potential. Avoid generalizations or overview statements. For example, "Assisted faculty with a wide variety of duties" is vague. "Researched labor law reports; graded papers for 50 junior level finance students; developed Visual Basic Software programs for classroom use" is specific. "Responsible for providing services for students with disabilities" is vague. "Recorded text books, coordinated campus orientations and tours, and acted as sight guide for visually impaired university students" is specific. Here are a sampling of action words.

achieved	collaborated	diagnosed	founded	maintained	purchased	simplified
acquired	collected	directed	furnished	managed	qualified	simulated
acted	combined	dispensed	furthered	manipulated	received	sold
adapted	communicated	displayed	gathered	marketed	recommended	solicited
addressed	compared	distributed	generated	measured	reconciled	solved
adjusted	compiled	drafted	guided	mediated	recorded	spearheaded
administered	completed	drew	handled	merged	recruited	specialized
advertised	composed	earned	headed	modeled	rectified	specified
advised	computed	edited	helped	moderated	redesigned	spoke
advocated	conceived	educated	hired	modified	reduced	standardized
aided	conceptualized	elicited	hosted	monitored	referred	stimulated
allocated	condensed	eliminated	identified	motivated	refined	streamlined
analyzed	conducted	emphasized	illustrated	negotiated	registered	strengthened
answered	conferred	enabled	implemented	observed	regulated	structured
applied	conserved	encouraged	improved	obtained	rehabilitated	studied
appointed	consolidated	enforced	incorporated	opened	reinforced	submitted
appraised	constructed	engineered	increased	operated	remodeled	succeeded
approached	consulted	enhanced	individualized	ordered	rendered	suggested
approved	contacted	enlarged	influenced	organized	reorganized	summarized
arbitrated	contracted	enlisted	informed	originated	repaired	supervised
arranged	contributed	ensured	initiated	outlined	replaced	supplied
articulated	controlled	entered	inspected	overhauled	reported	supported
assembled	converted	entertained	installed	oversaw	researched	surpassed
assessed	conveyed	established	instilled	participated	reserved	surveyed
assigned	convinced	estimated	instituted	performed	resolved	systematized
assisted	cooperated	evaluated	instructed	persuaded	responded	taught
attained	coordinated	examined	insured	photographed	restored	terminated
audited	corrected	exceeded	integrated	planned	retrieved	tested
authored	corresponded	executed	interacted	prepared	revamped	trained
authorized	counseled	exhibited	interpreted	prescribed	reviewed	transformed
awarded	created	expanded	intervened	presented	revised	translated
balanced	critiqued	expedited	introduced	presided	revitalized	transmitted
began	customized	experienced	invented	prevented	routed	transported
briefed	debated	experimented	involved	printed	scanned	tutored
budgeted	debugged	explained	joined	prioritized	scheduled	updated
built	decided	explored	judged	processed	screened	upgraded
calculated	decreased	extracted	launched	produced	searched	utilized
cared for	defined	facilitated	led	programmed	secured	validated
cataloged	delegated	familiarized	located	projected	selected	verified
categorized	delivered	fashioned	logged	promoted	served	volunteered
chaired	demonstrated	filed		protected	serviced	
charted	designed	focused		proved	set goals	won
clarified	detailed	forecasted		provided	set up	wrote
classified	detected	formed		publicized	settled	
closed	determined	formulated				
coached	developed					