



## Resumes

### Action Verbs for Resume Development

In developing an effective resume, you should utilize the most powerful language possible to describe your qualifications. Using strong action verbs is a key first step. This verb list is divided into various categories to describe skills you have used or tasks you have performed. Because the lists below do not necessarily overlap with the type of job you are seeking, you need to think outside “the boxes” by identifying additional action verbs that best describe your applicable skills. You may focus upon action verbs in your specific area (e.g., Science & Research), but do not hesitate to use other action verbs that will improve the quality of your resume.

Applicable Career Communities:

#### Banking and Financial Tasks

allocated	audited	budgeted	estimated	managed	projected
analyzed	balanced	calculated	forecasted	marketed	reconciled
appraised	billed	earned	grossed	planned	streamlined

#### Clerical or Detailed Tasks

arranged	compiled	filed	organized	recorded	sorted
catalogued	distributed	implemented	prepared	registered	trained
categorized	documented	incorporated	processed	reviewed	transcribed
collected	executed	monitored	proofread	scheduled	updated

#### Computer and Technical Tasks

adapted	compiled	designed	engineered	overhauled	repaired
applied	converted	developed	installed	programmed	restored
built	debugged	devised	operated	regulated	upgraded

#### Communication Tasks

addressed	conveyed	expressed	mediated	persuaded	responded
advertised	corresponded	incorporated	moderated	promoted	reported
articulated	debated	influenced	motivated	proposed	summarized
consulted	drafted	interpreted	negotiated	publicized	wrote

#### Human Services Tasks

advocated	cared for	diagnosed	guided	motivated	represented
answered	coached	educated	intervened	referred	served
assessed	counseled	encouraged	mentored	rehabilitated	supported

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### Intercultural Competency Tasks

adapted	cultivated	enhanced	interacted	matched	translated
advocated	cultured	enriched	interpreted	mediated	traveled
bridged	diversified	gathered	introduced	nurtured	united
broadened	embraced	heightened	liaised	reflected	welcomed

### Organizational and Supervisory Tasks

achieved	chaired	enforced	initiated	oversaw	secured
approved	completed	executed	inspected	prioritized	selected
assigned	controlled	expanded	managed	produced	succeeded
assumed	converted	hired	merged	recommended	supervised
authorized	directed	incorporated	organized	scheduled	trained

### Performing Arts and Creative Tasks

acted	customized	fashioned	initiated	modified	revitalized
arranged	designed	formulated	integrated	photographed	shaped
composed	developed	founded	introduced	printed	traveled
conceptualized	displayed	illustrated	modeled	produced	wrote

### Problem-Solving Tasks

analyzed	evaluated	improved	proposed	resolved	synthesized
appointed	determined	influenced	reconciled	restored	updated
consolidated	developed	outlined	reduced	retrieved	utilized
eliminated	gathered	persuaded	reinforced	streamlined	validated

### Science and Research Tasks

analyzed	estimated	formulated	inspected	published	solved
collected	evaluated	gathered	interpreted	researched	studied
compared	examined	hypothesized	interviewed	reviewed	summarized
conducted	experimented	identified	investigated	searched	tested

### Teaching Tasks

advised	counseled	encouraged	guided	instructed	stimulated
clarified	delivered	explained	influenced	presented	trained
coached	developed	facilitated	informed	set goals	tutored

### Teamwork Tasks

appointed	consulted	developed	interacted	led	promoted
assembled	coordinated	established	involved	mentored	resolved
collaborated	delegated	hosted	joined	motivated	strengthened

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