

Resume Action Words

This is a beginning list of action words often used in resumes to provide potential employers with a clear and specific impression of what resume writers have done and what they can do.

This list is intended to get you started, but you are encouraged to come up with additional action words to use on your resume.

Accept	Explained	Presented
Adapted	Facilitated	Programmed
Advanced	Fashioned	Promoted
Advised	Gave	Provided
Arranged	Generated	Raised
Assisted	Handled	Recorded
Built	Identified	Researched
Chaired	Improved	Reviewed
Coached	Informed	Revised
Collected	Inspected	Scheduled
Communicated	Installed	Selected
Coordinated	Instructed	Served
Conducted	Interpreted	Shaped
Constructed	Located	Solved
Created	Made	Strengthened
Decided	Maintained	Submitted
Delivered	Managed	Supervised
Demonstrated	Measured	Taught
Designed	Modified	Tested
Developed	Monitored	Tracked
Directed	Organized	Trained
Displayed	Oversaw	Transferred
Drafted	Participated	Updated
Encouraged	Planned	Worked
Established	Prepared	Wrote