

VERB LIST FOR RESUMES

Use action verbs to describe your job activities and accomplishments. For example, “**Worked** with lead engineers” can be improved to “**Collaborated** with lead engineers to **review** and **improve** over 50 CAD drawings of electric pumps and motors”. Use the list of verbs below to improve your descriptions and remember to quantify your accomplishments whenever possible.

Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Observed	Researched	Tailored
Anticipated	Devised	Planned	Revised	
Evaluated	Formulated	Prepared	Strategize	
Determined	Identified	Prioritized	Studied	

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Classified	Customized	Housed	Mapped out	Scheduled
Adjusted	Collected	Delegated	Implemented	Obtained	Selected
Altered	Committed	Designated	Incorporated	Ordered	Secured
Arranged	Confirmed	Designed	Instituted	Organized	Simplified
Assembled	Contracted	Established	Issued	Programmed	Straightened
Assessed	Coordinated	Facilitated	Logged	Routed	Suggested
Assigned					Tracked
Authorized					

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Handled	Processed	Proved
Administered	Distributed	Input	Produced	Shipped
Collected	Entered	Installed	Proofed	Sold
Completed	Exercised	Operated	Prospected	Stocked
Conducted	Forwarded	Performed		

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Corrected	Judged	Overhauled	Reviewed	Supervised
Analyzed	Developed	Licensed	Oversaw	Revised	Supplied
Assessed	Discovered	Maintained	Policed	Screened	Tightened
Certified	Established	Measured	Prohibited	Set	Traced
Compared	Graded	Modified	Refined	Scrutinized	Updated
Controlled	Inspected	Monitored	Regulated		

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Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Employed	Guided	Managed	Spearheaded
Chaired	Empowered	Hired	Mentored	Stimulated
Changed	Encouraged	Influenced	Motivated	Strengthened
Conducted	Enlisted	Initiated	Promoted	Supervised
Directed	Envisioned	Inspired	Raised	Trained
Elected	Fostered	Involved	Recognized for	Transformed
	Founded	Led	Set goals	Visualized

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Improved	Modernized	Reduced (losses)
Achieved	Contributed	Excelled	Increased	Obtained	Renovated
Added	Delivered	Expanded	Innovated	Opened	Restored
Advanced	Demonstrated	Finalized	Integrated	Orchestrated	Targeted
Attained	Earned	Fulfilled	Introduced	Overcame	
Boosted	Eliminated	Gained	Invented	Produced	
Built	Enjoyed	Generated	Joined	Qualified	
Combined	Enlisted	Grew	Launched	Realized	
Completed		Guaranteed	Minimized	Received	
Consolidated					

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Formulated	Remedied	Satisfied	
Conceived	Deciphered		Remodeled		

Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispersed	Grossed	Purchased
Approximated	Compiled	Earned	Increased	Quantified
Audited	Compounded	Estimated	Inventoried	Rated
Balanced	Computed	Figured	Maximized	Reconciled
Budgeted	Conserved	Financed	Multiplied	Recorded
Calculated	Converted		Profited	Reduced
	Counted		Projected	Totaled

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Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Convinced	Elicited	Interviewed	Related	Summarized
Adapted	Consulted	Explained	Justified	Reported	Supported
Admitted	Corresponded	Extracted	Marketed	Represented	Surveyed
Addressed	Critiqued	Greeted	Moderated	Revealed	Synthesized
Allowed	Dedicated	Highlighted	Negotiated	Sanctioned	Systematized
Argued	Defined	Illustrated	Persuaded	Smoothed	Tested Taught
Attested	Deliberated	Improvised	Presented	Specified	Translated
Briefed	Demonstrated	Indicated	Queried	Spoke	Transmitted
Clarified	Drafted	Informed	Questioned	Sold	Verified
Composed	Edited	Instructed	Referred	Submitted	Welcomed
Communicated	Educated	Interpreted	Reinforced	Suggested	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated