

ACTION VERBS FOR YOUR RESUME

Use these verbs to start your accomplishment statements off strong. Choose words that show off the skills you built to employers.

CAREER & SELF-DEVELOPMENT

- Accomplished
- Achieved
- Adapted
- Advanced
- Advocated
- Authored
- Broadened
- Built
- Created
- Cultivated
- Developed
- Discovered
- Earned
- Evolved
- Expanded
- Explored
- Gained
- Impacted
- Influenced
- Initiated
- Launched
- Learned
- Networked
- Promoted
- Published
- Represented

COMMUNICATION (ORAL/WRITTEN)

- Advocated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Conceptualized
- Confronted
- Convinced
- Critiqued
- Discussed
- Educated
- Emphasized
- Edited
- Enlisted
- Generated
- Introduced
- Interacted
- Integrated
- Interpreted
- Listened
- Lectured
- Mediated
- Moderated
- Negotiated
- Orchestrated
- Outlined
- Participated
- Planned
- Processed
- Projected
- Prompted
- Provided
- Published
- Responded
- Reported
- Reached out
- Translated
- Served
- Spoke
- Surveyed
- Summarized
- Taught
- Understood
- Updated
- Wrote

CRITICAL THINKING

- Analyzed
- Applied
- Attended
- Calculated
- Classified
- Collected
- Combined
- Compiled
- Completed
- Computed
- Concluded
- Condensed
- Conducted
- Defined
- Diagnosed
- Evaluated
- Examined
- Eliminated
- Followed
- Focused
- Formulated
- Implemented
- Invested
- Licensed
- Organized
- Regulated
- Prevented
- Reached
- Prescribed
- Monitored
- Problem-solved
- Proved
- Programmed
- Related
- Reasoned
- Researched
- Reviewed
- Predicted
- Secured
- Systematized
- Synthesized
- Upgraded
- Validated
- Verified
- Weighed

EQUITY & INCLUSION

- Adapted
- Advocated
- Collaborated
- Communicated
- Consulted
- Demonstrated
- Developed
- Equated
- Joined
- Explored
- Grew
- Improvised
- Included
- Interpreted
- Involved
- Listened
- Provided
- Questioned
- Reconciled
- Represented
- Researched
- Studied
- Supported
- Translated
- Understood
- Unified
- Validated

LEADERSHIP

- Administered
- Allocated
- Approved
- Arbitrated
- Chaired
- Commanded
- Commissioned
- Coordinated
- Decided
- Designated
- Directed
- Inspected
- Interviewed
- Maintained
- Executed
- Exhibited
- Fostered
- Founded
- Formed
- Guided
- Hired
- Implemented
- Initiated
- Instituted
- Mobilized
- Led
- Launched
- Managed
- Orchestrated
- Presided
- Persuaded
- Generated
- Promoted
- Sponsored
- Staffed

PROFESSIONALISM

- Arrived
- Attended
- Communicated
- Contributed
- Created
- Delegated
- Participated
- Prepared
- Presented
- Prioritized
- Scheduled

TEAMWORK

- Advocated
- Collaborated
- Contributed
- Cooperated
- Coordinated
- Critiqued
- Cultivated
- Interacted
- Integrated
- Listened
- Mediated
- Moderated
- Negotiated
- Participated
- Processed
- Staffed
- Streamlined
- Strengthened
- Served
- Unified

TECHNOLOGY

- Adapted
- Advanced
- Analyzed
- Built
- Calculated
- Categorized
- Consolidated
- Coded
- Created
- Designed
- Diagrammed
- Excelled
- Operated
- Programmed
- Simplified
- Streamlined
- Troubleshoot
- Understood