

Action Verbs & Adverbs

Action verbs and adverbs are a good way to describe transferable skills that you have developed. Transferable skills can transfer from position and/or career to another. This list is intended to be a starting point and is not a complete listing of verbs or skills.

NOTE: Pay attention to verb tense! If describing **current** employment, use **present** tense!

Below in the General section are action verbs organized according to areas of employment/skill.

General

Accomplished	Discovered	Maintained	Programmed
Achieved	Displayed	Mediated	Protected
Administered	Documented	Mentored	Provided
Advised	Established	Modified	Recommended
Assessed	Evaluated	Monitored	Recorded
Assigned	Examined	Motivated	Reduced
Assisted	Expanded	Observed	Reorganized
Attained	Expedited	Obtained	Reported
Communicated	Explained	Operated	Represented
Compiled	Facilitated	Optimized	Researched
Completed	Formulated	Organized	Responded
Composed	Gathered	Originated	Reviewed
Conducted	Illustrated	Participated	Revised
Consulted	Implemented	Performed	Scheduled
Coordinated	Improved	Planned	Selected
Created	Influenced	Predicted	Served
Defined	Informed	Prepared	Simplified
Delivered	Initiated	Presented	Streamlined
Demonstrated	Interpreted	Preserved	Strengthened
Determined	Introduced	Processed	Structured
Developed	Launched	Produced	Updated
			Utilized

Management/Administration/Leadership

Allocated	Controlled	Executed	Negotiated
Analyzed	Coordinated	Governed	Reconciled
Audited	Delegated	Hired	Recruited
Balanced	Developed	Initiated	Spearheaded
Budgeted	Directed	Instituted	Staffed
Chaired	Employed	Instrumented	Supervised

Conserved	Enforced	Managed	Trained
Consolidated	Estimated	Motivated	

Marketing/Sales/Customer Service

Accelerated	Created	Generated	Projected
Advertised	Cultivated	Increased	Promoted
Anticipated	Designed	Initiated	Proposed
Calculated	Developed	Marketed	Publicized
Contracted	Established	Motivated	Resolved
Coordinated	Exceeded	Persuaded	

Human Services/Education

Adapted	Coordinated	Instructed	Reviewed
Advised	Counseled	Lectured	Supervised
Applied	Delivered	Managed	Taught
Appraised	Documented	Motivated	Tutored
Assessed	Educated	Observed	
Assigned	Evaluated	Organized	

Adverbs

Following are adverbs that can be used to modify verbs when describing your work experience on your resume - using adverbs can make your job descriptions more powerful!

Accurately	Cooperatively	Logically	Reliably
Actively	Courteously	Meticulously	Resourcefully
Ambitiously	Creatively	Patiently	Responsibly
Analytically	Diligently	Perseveringly	Significantly
Artistically	Effectively	Pleasantly	Steadily
Assertively	Efficiently	Practically	Strongly
Competently	Energetically	Precisely	Substantially
Competitively	Imaginatively	Proficiently	Successfully
Confidently	Independently	Progressively	Supportively
Conscientiously	Intellectually	Rationally	Technically
Consistently	Intelligently	Realistically	Thoroughly

EXAMPLES:

Consistently demonstrated outstanding customer service skills to ensure customer satisfaction.

Assisted supervisor by efficiently organizing office filing system