

ACTION VERBS

Analytical

Analyzed
Clarified
Collected
Compared
Conducted
Determined
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Interpreted
Interviewed
Investigated
Measured
Organized
Proved
Researched
Reviewed
Screened
Searched
Specified
Solved
Summarized
Surveyed
Systematized
Tested
Validated
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Entertained
Established
Formulated
Illustrated
Initiated
Integrated
Introduced
Modeled
Modified
Originated
Performed

Photographed
Revised
Revitalized
Shaped

Financial

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Controlled
Decreased
Determined
Developed
Estimated
Forecast
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Purchased
Reconciled
Reduced
Researched
Retrieved

Interpersonal

Adapted
Advised
Advocated
Answered
Assessed
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Enabled
Encouraged

Ensured
Expedited
Facilitated
Focused
Furthered
Guided
Initiated
Interacted
Intervened
Listened
Mediated
Moderated
Motivated
Negotiated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Leadership

Administered
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Coordinated
Decided
Delegated
Developed
Directed
Diversified
Enforced
Enhanced
Established
Founded
Generated
Headed
Improved
Incorporated
Increased
Initiated
Inspected
Instituted

Integrated
Introduced
Led
Managed
Motivated
Organized
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Represented
Reviewed
Revitalized
Secured
Selected
Solidified
Stimulated
Streamlined
Strengthened
Supervised

Communication

Addressed
Advertised
Arbitrated
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Demonstrated
Described
Developed
Directed
Discussed
Drafted
Edited
Explained
Expressed

Familiarized
Formulated
Illustrated
Informed
Interpreted
Interviewed
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Responded
Solicited
Specified
Spoke
Summarized
Synthesized
Wrote

Organizational

Approved
Arranged
Catalogued
Categorized
Chartered
Classified
Collected
Compiled
Coordinated
Corrected
Corresponded
Distributed
Expedited
Executed
Generated
Implemented
Incorporated
Logged
Maintained
Monitored
Obtained

Operated
Ordered
Organized
Planned
Prepared
Processed
Provided
Recorded
Registered
Reserved
Responded
Restructured
Reviewed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Marketing

Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded
Expanded
Generated
Increased
Improved
Launched
Led
Marketed
Promoted
Resolved
Restored
Saved
Shaped
Succeeded
Surpassed
Transformed
Won

Teaching

Appraised
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Educated

Enabled
Encouraged
Evaluated
Facilitated
Focused
Guided
Individualized
Informed
Instructed
Motivated

Simulated
Stimulated
Taught
Tested
Trained
Tutored

Technical

Adapted

Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted

Designed
Developed
Diagnosed
Drafted
Engineered
Inspected
Installed
Maintained
Monitored
Operated

Overhauled
Programmed
Regulated
Remodeled
Repaired
Restored
Specialized
Standardized
Upgraded

RESUME THESAURUS

Rather than using the same action verbs repeatedly on your resume, use the list below to find alternatives.

Accomplish

Complete
Finish

Achieved

Executed
Reached
Realized

Adapted

Accommodated
Adjusted

Advised

Conferred
Consulted

Assessed

Appraised
Evaluated

Audited

Analyzed
Examined
Inspected

Calculated

Computed
Estimated
Figured

Completed

Concluded
Finished

Composed

Comprised
Created
Formed

Consulted

Advised
Conferred

Coordinated

Accommodated
Arranged

Created

Composed
Generated
Produced

Designed

Arranged
Created
Planned

Developed

Created
Expanded
Planned

Enhanced

Deepened
Heightened
Intensified

Established

Constituted
Created
Instituted

Estimated

Appraised
Approximated
Assessed

Evaluated

Appraised
Assessed
Classified

Expanded

Developed
Elaborated
Increased

Fostered

Cultivated
Encouraged
Promoted

Implemented

Completed
Fulfilled
Performed

Increased

Expanded
Heightened
Raised

Initiated

Commenced
Introduced
Launched

Integrated

Coordinated
Incorporated
Unified

Lead (led)

Conducted
Directed
Guided

Maintained

Provided
Supported
Sustained

Managed

Conducted
Directed

Oversaw

Overlook
Supervised
Surveyed

Planned

Designed
Devised
Organized

Presented

Addressed
Directed

Provided

Supplied
Transferred

Researched

Investigated
Probed

Revised

Redrafted
Restyled
Rewrote

Studied

Examined
Inspected
Surveyed

Surpassed

Exceeded
Excelled

Taught

Instructed
Trained

Updated

Refreshed
Renewed

Used

Applied
Employed
Utilized

Won

Accomplished
Achieved
Attained

Worked

Handled
Operated
Performed