

Action verbs help describe your skills. Begin your résumé bullet points with action verbs to keep your descriptions short and powerful. Action verbs should be written in present tense for current employers and past tense for previous employment. Sample action verbs include:

Analytical

analyzed	determined	measured	studied
ascertained	devised	negotiated	substantiated
assessed	diagnosed	prescribed	synthesized
compared	estimated	prioritized	validated
computed	evaluated	projected	verified
conceptualized	examined	questioned	
concluded	forecasted	rated	
confirmed	formulated	recommended	
critiqued	integrated	researched	
deciphered	investigated	scrutinized	
deliberated	justified		

Communication

addressed	composed	interpreted	queried
apprised	convinced	lectured	reported
arbitrated	corresponded	marketed	spoke
attested	drafted	persuaded	summarized
authored	edited	presented	translated
clarified	explained	promoted	wrote
communicated	informed	publicized	

Initiative

accelerated	dedicated	innovated	pioneered
accomplished	demonstrated	inspired	revamped
achieved	enriched	introduced	revised
acquired	established	launched	spearheaded
advanced	expanded	minimized	stimulated
bolstered	expedited	mobilized	suggested
boosted	implemented	modernized	updated
built	improved	modified	upgraded
coordinated	increased	multiplied	
created	initiated	overhauled	

Leadership

administered	delegated	enhanced	led
advised	designated	facilitated	moderated
allocated	directed	fostered	monitored
allowed	educated	founded	motivated
appointed	elicited	guided	officiated
approved	employed	hired	recruited
assigned	empowered	influenced	sanctioned
authorized	enabled	instructed	supervised
chaired	encouraged	interviewed	trained
coached	endorsed	judged	

Organization

arranged	classified	orchestrated	regulated
assembled	collected	organized	scheduled
budgeted	compiled	oriented	systematized
calculated	consolidated	planned	tabulated
catalogued	correlated	processed	
centralized	indexed	purchased	
charted	linked	recorded	

Problem Solving

aided	extracted	rectified	restored
alleviated	finalized	reduced	retrieved
ameliorated	fulfilled	refined	revitalized
augmented	generated	reformed	revived
counseled	identified	rehabilitated	settled
customized	interceded	reinforced	solicited
debugged	invented	rejuvenated	solved
eased	lightened	relieved	streamlined
elevated	polished	remedied	strengthened
enlarged	procured	remodeled	supplemented
extended	reconciled	repaired	transformed