

Resume Writing Action Verb List

Always use action verbs, not "duties include" or "responsible for." Additionally, represent your duties as professionally and accurately as possible. Do not misrepresent them.

COMMUNICATION

acted as liaison	corresponded	instructed	negotiated	referred
advised	counseled	interpreted	notified	sold
advocated	demonstrated	interviewed	presented	trained
arbitrated	displayed	lectured	promoted	translated
authored	edited	marketed	publicized	wrote
commented	guided	mediated	published	
consulted	informed	moderated	recommended	

ADMINISTRATION

administered	determined	implemented	ordered	regulated
appointed	directed	initiated	organized	represented
arranged	dispensed	Instituted	overhauled	revamped
completed	distributed	issued	oversaw	reviewed
conducted	diversified	launched	prescribed	routed
consolidated	eliminated	managed	presided	selected
contracted	executed	motivated	provided	supervised
controlled	founded	obtained	recruited	supplied
coordinated	governed	offered	rectified	terminated
delegated	headed	opened	referred	trained

PLANNING AND DEVELOPMENT

broadened	devised	improved	planned	
created	discovered	initiated	prepared	
designed	drafted	invented	produced	
developed	estimated	modified	proposed	

ANALYSIS

amplified	computed	evaluated	identified (needs)	solved
analyzed	detected	examined	investigated	studied
calculated	diagnosed	forecasted	programmed	systemized
compiled	disapproved	formulated	researched	tested

FINANCIAL/RECORDS MANAGEMENT

audited	collected	invested	minimized	reconciled
allocated	condensed	inventoried	monitored	recorded
balanced	documented	listed	processed	scheduled
catalogued	expedited	logged	procured	traced
charted	guaranteed	maximized	purchased	updated

MANUAL

assembled	delivered	maintained	repaired	rewired
built	designed	navigated	replaced	tested
constructed	installed	operated	restored	trimmed