

ACTION WORDS FOR RESUMES

Action words: Words (often verbs) that help us describe what we did. Action words can help us showcase our skills, strengths, experiences, and accomplishments on resumes.

Professional Action Words

Administered	Delegated	Prioritized	Delivered	Maintained
Assisted	Evaluated	Organized	Customized	Educated
Coordinated	Executed	Developed	Supervised	Succeeded
Directed	Managed	Implemented	Facilitated	Trained

Task: Use the action words to improve these resume descriptions below. You can also use your own action words.

ABC Company

Office Assistant

Tallahassee, FL

02/23-01/24

- Go to weekly department meetings, record minutes of each meeting, and email directors about the meeting
- Say Hi to customers and help them check in
- Put documents in files and keep things organized

EX: The first bullet point could be changed to say:

- Attended weekly department meetings, recorded minutes of each meeting, and emailed directors meeting summaries with accurate record keeping

Try re-writing the other bullet points below using action words:

-
-

ACTION WORDS FOR RESUMES

Action words: Words (often verbs) that help us describe what we did. Action words can help us showcase our skills, strengths, experiences, and accomplishments on resumes.

Action words to express communication skills

Campaigned	Composed	Convinced	Delivered	Documented
Instructed	Presented	Promoted	Authored	Trained

Action words to describe leadership skills

Advised	Cultivated	Directed	Endorsed	Ensured
Instructed	Identified	Motivated	Organized	Supervised

Action words to describe accomplishments

Achieved	Cultivated	Drove	Discerned	Exceeded
Established	Performed	Sparked	Spearheaded	Surpassed

Action words to describe work responsibilities

Analyzed	Created	Coordinated	Delivered	Developed
Facilitated	Handled	Organized	Produced	Volunteered

ACTION WORDS FOR RESUMES

Action Words: Words (often verbs) that help us describe what we did. Action words can help us showcase our skills, strengths, experiences, and accomplishments on resumes.

Action words to express creative skills

Brainstormed	Curated	Designed	Produced	Documented
Edited	Illustrated	Performed	Published	Translated

Action words to describe teamwork

(NACE Career Readiness Competency)

Accomplished	Mediated	Consulted	Contributed	Organized
Instructed	Identified	Guided	Motivated	Supported

Action words to describe oral/written communication

(NACE Career Readiness Competency)

Conveyed	Advised	Connected	Expressed	Directed
Established	Encouraged	Promoted	Reported	Published

Action words to describe career management

(NACE Career Readiness Competency)

Analyzed	Corrected	Assessed	Determined	Developed
Examined	Achieved	Planned	Surveyed	Validated

ACTION WORDS FOR RESUMES

Action Words: Words (often verbs) that help us describe what we did. Action words can help us showcase our skills, strengths, experiences, and accomplishments on resumes.

Action words to express critical thinking/problem solving

(NACE Career Readiness Competency)

Brainstormed	Consulted	Devised	Developed	Documented
Launched	Created	Planned	Monitored	Resolved

Action words to describe conflict resolution/customer service

Aided	Collaborated	Consulted	Cooperated	Mediated
Partnered	Identified	Guided	Assisted	Supported

Action words to describe flexibility

Accommodated	Adapted	Changed	Improvised	Balanced
Established	Adjusted	Amended	Advanced	Tailored

Action words to describe organization

Arranged	Budgeted	Calculated	Collected	Shifted
Examined	Linked	Planned	Surveyed	Scheduled

