

RESUME ACTION VERBS

When employers read resumes they look for words that precisely describe the writers' accomplishments. Avoid generalizations or overview statements. For example, "Assisted faculty with a wide variety of duties" is vague. "Researched labor law reports; graded papers for 50 junior level finance students; developed Visual Basic Software programs for classroom use" are specific descriptions of duties. "Responsible for providing services for students with disabilities" is vague. "Recorded text books, coordinated campus orientations and tours, and acted as sight guide for visually impaired university students" is specific. Here is a sampling of action words.

Achieved	Discovered	Judged	Recommended
Acquired	Dispensed	Lectured	Recorded
Acted	Displayed	Lead	Recruited
Adapted	Disproved	Learned	Reduced
Addressed	Dissected	Listened	Re-evaluated
Adjusted	Distributed	Logged	Referred
Administered	Edited	Maintained	Rendered
Advised	Eliminated	Managed	Renegotiated
Analyzed	Encouraged	Manipulated	Repaired
Anticipated	Enlisted	Mediated	Reported
Applied	Enforced	Memorized	Represented
Arbitrated	Established	Mentored	Researched
Ascertained	Estimated	Modeled	Resolved
Assembled	Evaluated	Monitored	Responded
Assessed	Examined	Motivated	Restored
Attained	Explained	Navigated	Retrieved
Audited	Expanded	Negotiated	Reviewed
Arranged	Experimented	Observed	Risked
Budgeted	Expressed	Obtained	Scheduled
Built	Extracted	Offered	Selected
Calculated	Filed	Operated	Sensed
Charted	Financed	Ordered	Served
Checked	Followed	Organized	Shaped
Classified	Formulated	Oversaw	Shared
Coached	Founded	Perceived	Showed
Collected	Gathered	Performed	Solved
Communicated	Generated	Persuaded	Sorted
Compared	Guided	Photographed	Spoke
Compiled	Handled	Planned	Studied
Completed	Hypothesized	Played	Summarized
Composed	Identified	Predicted	Supervised
Computed	Illustrated	Prepared	Supplied
Conceptualized	Imagined	Prescribed	Symbolized
Conducted	Implemented	Presented	Synthesized
Consolidated	Improved	Printed	Systematized
Constructed	Improvised	Problem-solved	Talked
Conserved	Increased	Processed	Taught
Controlled	Influenced	Produced	Tended
Coordinated	Informed	Programmed	Tested
Counseled	Initiated	Projected	Trained
Created	Innovated	Promoted	Transcribed
Decided	Inspected	Proof-read	Translated
Defined	Inspired	Protected	Traveled
Delegated	Installed	Provided	Tutored
Delivered	Instituted	Publicized	Undertook
Designed	Instructed	Purchased	Unified
Detailed	Integrated	Questioned	United
Detected	Interpreted	Realized	Upgraded
Developed	Interviewed	Reasoned	Utilized
Devised	Inventoried	Received	Verbalized
Directed	Investigated	Reconciled	Wrote