

Verbs for Resume Writing

Accomplishment Verbs

Accelerated. Achieved. Added. Awarded.
Contributed. Decreased. Delivered.
Eliminated. Exceeded. Expanded. Gained.
Generated. Grew. Improved. Increased.
Introduced. Maximized. Minimized.
Operationalized. Optimized. Orchestrated.
Pioneered. Produced. Reduced. Resolved.
Saved. Sold. Spearheaded. Streamlined.
Transformed.

Communication Verbs

Addressed. Arbitrated. Arranged.
Authored. Collaborated. Convinced.
Corresponded. Developed. Directed.
Drafted. Edited. Enlisted. Formulated.
Influenced. Interpreted. Lectured.
Mediated. Moderated. Negotiated.
Persuaded. Promoted. Publicized.
Reconciled. Recruited. Spoke.
Translated.



Verbs for Resume Writing

Technical Verbs

Assembled. Built. Calculated. Computed.
Designed. Devised. Engineered. Fabricated.
Maintained. Operated. Overhauled.
Programmed. Remodeled. Repaired. Solved.
Upgraded.

Financial Verbs

Administered. Allocated. Analyzed.
Appraised. Audited. Balanced.
Calculated. Computed. Developed.
Forecasted. Managed. Marketed.
Planned. Projected. Researched.



Verbs for Resume Writing

Helping Verbs

Assessed. Assisted. Clarified. Coached.
Counseled. Demonstrated. Diagnosed.
Educated. Expedited. Familiarized. Guided.
Motivated. Referred. Rehabilitated.
Represented.

Management Verbs

Administered. Analyzed. Assigned.
Attained. Chaired. Consolidated.
Contracted. Coordinated. Delegated.
Developed. Directed. Evaluated.
Executed. Improved. Increased.
Organized. Oversaw. Planned.
Prioritized. Produced. Recommended.
Reviewed. Scheduled. Strengthened.
Supervised.



Verbs for Resume Writing

Research Verbs

Clarified. Collected. Critiqued. Diagnosed.
Evaluated. Examined. Extracted. Identified.
Inspected. Interpreted. Interviewed.
Investigated. Organized. Reviewed.
Summarized. Surveyed. Systematized.

Teaching Verbs

Adapted. Advised. Clarified. Coached.
Communicated. Coordinated.
Demystified. Developed. Enabled.
Explained. Facilitated. Guided.
Informed. Instructed. Persuaded. Set
Goals. Stimulated. Trained.



Verbs for Resume Writing

Creative Verbs

Acted. Conceptualized. Created. Customized.
Designed. Developed. Directed. Established.
Fashioned. Founded. Illustrated. Integrated.
Introduced. Invented. Originated. Performed.
Planned. Revitalized. Shaped.

Detail Verbs

Approved. Arranged. Catalogued.
Classified. Collected. Compiled.
Dispatched. Executed. Generated.
Implemented. Inspected. Monitored.
Operated. Organized. Prepared.
Processed. Purchased. Recorded.
Retrieved. Screened. Specified.
Systematized. Tabulated. Validated.

