

Action Verbs to Polish your Résumé

Use compelling action verbs to powerfully describe your past experience. Circle some of the words below that represent the work you do, then try to integrate them into your résumé.

Achieved	Accommodated	Accomplished
Acquired	Adapted	Addressed
Administered	Advised	Aided
Allocated	Allowed	Appraised
Arranged	Bolstered	Boosted
Built	Budgeted	Certified
Composed	Confirmed	Constructed
Converted	Coordinated	Created
Critiqued	Dedicated	Delegated
Demonstrated	Designated	Designed
Detected	Determined	Devise
Drafted	Edited	Educated
Engaged	Established	Evaluated
Examined	Executed	Expanded
Explained	Fabricated	Facilitated
Formulated	Founded	Fulfilled
Generated	Grew	Guaranteed
Guided	Illustrated	Implemented
Improved	Influenced	Initiated
Innovated	Instructed	Integrated
Investigated	Interpreted	Launched
Led	Maintained	Marketed
Measured	Modernized	Modified
Monitored	Motivated	Negotiated
Overhauled	Organized	Oriented
Persuaded	Planned	Prepared
Prioritized	Projected	Promoted
Produced	Recommended	Recruited
Reported	Researched	Revamped
Reviewed	Revised	Shaped
Streamlined	Strengthened	Studied
Summarized	Supervised	Synthesized
Tailored	Trained	Transformed
Transmitted	Translated	Updated
Upgraded	Verified	Visualized