

Action Verbs

The following list of action verbs will help you target your resume to your career field of interest and develop compelling bullet points that best describe your accomplishments, experiences, and skills.

Business Intelligence and Information Technology

Accomplished	Collected	Engineered	Improved	Predicted	Standardized
Achieved	Compiled	Enhanced	Increased	Prepared	Strategized
Administered	Consolidated	Estimated	Inspected	Prescribed	Streamlined
Advanced	Constructed	Evaluated	Initiated	Processed	Surveyed
Analyzed	Contributed	Examined	Interpreted	Programmed	Synthesized
Applied	Defined	Exceeded	Interviewed	Proposed	Tested
Assembled	Designed	Executed	Introduced	Recommended	Transformed
Assessed	Determined	Expedited	Investigated	Reduced	Troubleshoot
Audited	Developed	Forecasted	Maintained	Repaired	Utilized
Automated	Devised	Formulated	Managed	Resolved	Verified
Catalogued	Diagnosed	Identified	Measured	Reviewed	Wrote
Collaborated	Diagrammed	Implemented	Operated	Solved	

Communication

Advised	Conducted	Educated	Instructed	Published	Taught
Answered	Contacted	Explained	Interpreted	Reported	Translated
Authored	Corresponded	Expressed	Interviewed	Responded	Wrote
Briefed	Drafted	Facilitated	Presented	Spoke	
Composed	Edited	Informed	Proofread	Summarized	

Consulting

Accelerated	Conducted	Fulfilled	Led	Planned	Reviewed
Achieved	Consulted	Generated	Liaised	Prepared	Saved
Analyzed	Delegated	Identified	Logged	Presented	Scheduled
Appraised	Delivered	Improved	Maintained	Proposed	Simplified
Assessed	Designed	Implemented	Managed	Provided	Solved
Assigned	Detected	Initiated	Modified	Quantified	Specified
Attained	Developed	Integrated	Monitored	Ran	Standardized
Attracted	Directed	Interfaced	Negotiated	Recommended	Strategized
Boosted	Enhanced	Interlinked	Optimized	Reconciled	Supplied
Built	Ensured	Introduced	Organized	Reduced	Synthesized
Collaborated	Established	Inventoried	Orchestrated	Resolved	Translated
Communicated	Exceeded	Investigated	Oversaw	Reported	Uncovered
Compiled	Executed	Launched	Partnered	Represented	Updated
Conceptualized	Enriched	Leveraged	Performed	Researched	Validated

Financial Services

Adjusted	Assessed	Classified	Executed	Measured	Projected
Administered	Audited	Collected	Forecasted	Monitored	Purchased
Allocated	Balanced	Compiled	Generated	Organized	Reconciled
Analyzed	Budgeted	Determined	Implemented	Planned	Recorded
Appraised	Calculated	Developed	Inspected	Prepared	Reduced
Approved	Catalogued	Estimated	Managed	Processed	Researched

Leadership and Management

Administered	Developed	Executed	Incorporated	Motivated	Reorganized
Analyzed	Diagnosed	Examined	Increased	Negotiated	Replaced
Appointed	Directed	Explained	Influenced	Organized	Restored
Approved	Disseminated	Formed	Initiated	Overhauled	Reviewed
Assigned	Elected	Founded	Inspected	Oversaw	Scheduled
Authorized	Eliminated	Generated	Inspired	Persuaded	Secured
Chaired	Emphasized	Governed	Installed	Pioneered	Selected
Consolidated	Enforced	Guided	Integrated	Planned	Spearheaded
Converted	Enhanced	Handled	Instituted	Presided	Started
Coordinated	Enlisted	Headed	Led	Prioritized	Streamlined
Counseled	Ensured	Hired	Managed	Produced	Strengthened
Delegated	Established	Hosted	Mentored	Promoted	Supervised
Determined	Evaluated	Improved	Merged	Recommended	Taught
				Recruited	Trained

Marketing

Broadened	Created	Evaluated	Implemented	Persuaded	Revamped
Calculated	Designed	Exceeded	Improved	Planned	Secured
Collaborated	Developed	Expanded	Initiated	Produced	
Consulted	Documented	Expedited	Integrated	Promoted	
Convinced	Enhanced	Gained	Launched	Published	
Coordinated	Established	Identified	Negotiated	Researched	

Research

Analyzed	Conserved	Examined	Interpreted	Repaired	Summarized
Applied	Critiqued	Explored	Interviewed	Replaced	Surveyed
Assessed	Designed	Formulated	Investigated	Researched	Systematized
Calculated	Determined	Gathered	Measured	Reviewed	Tested
Collected	Developed	Identified	Operated	Solved	Utilized
Compared	Devised	Inspected	Organized	Specialized	
Conducted	Evaluated	Installed	Regulated	Studied	

Sales/Customer Service

Accomplished	Created	Exceeded	Negotiated	Pursued	Solicited
Achieved	Cross-sold	Expedited	Operated	Reduced	Solved
Administered	Delivered	Fostered	Orchestrated	Reorganized	Sourced
Advised	Demonstrated	Generated	Organized	Researched	Strengthened
Arranged	Directed	Guided	Performed	Resolved	Succeeded
Attracted	Dispatched	Identified	Persuaded	Retained	Supported
Boosted	Distributed	Increased	Planned	Secured	Trained
Calculated	Doubled	Influenced	Prepared	Serviced	Uncovered
Closed	Educated	Introduced	Processed	Set up	Upsold
Collaborated	Enabled	Maintained	Proposed	Simplified	Won
Communicated	Ensured	Monitored	Provided	Sold	

Supply Chain Management

Analyzed	Delivered	Implemented	Modified	Provided	Sourced
Annotated	Drive	Integrated	Monitored	Purchased	Specified
Achieved	Designed	Interconnected	Moved	Pursued	Standardized
Bid	Determined	Interfaced	Negotiated	Realized	Studied
Communicated	Developed	Interlinked	Optimized	Rationalized	Supplied
Compiled	Distributed	Inventoried	Oversaw	Reconciled	Synthesized
Conducted	Enhanced	Leveraged	Partnered	Reported	Updated
Consolidated	Established	Launched	Performed	Represented	
Constructed	Executed	Led	Planned	Researched	
Contracted	Generated	Liaised	Prepared	Reviewed	
Controlled	Identified	Maintained	Presented	Scheduled	
Coordinated	Improved	Managed	Proposed	Served	