



# Resume Action Words & Phrases

Employers today want to know concrete things about you and what you can produce. Most resumes today are filled with empty generalizations. By beginning sentences with action words, you are showing employers you are capable of tactical strategic thinking and have proven results. Here are some action words and phrases to get you started:

accelerated	changed	diagnosed	generated	mastered	projected	shaped
accommodated	charted	directed	governed	measured	promoted	simplified
accomplished	classified	discovered	grouped	mediated	proposed	solved
achieved	coached	dispatched	guaranteed	merged	provided	specified
acquired	collaborated	displayed	guided	minimized	publicized	sponsored
activated	collected	distributed	headed	moderated	published	stabilized
adapted	combined	documented	hired	modernized	purchased	staffed
addressed	communicated	doubled	identified	modified	quadrupled	stimulated
administered	compiled	downsized	illustrated	molded	recommended	streamlined
advanced	completed	drafted	implemented	monitored	reconciled	strengthened
advised	composed	earned	improved	motivated	recorded	structured
advocated	computed	edited	increased	navigated	recruited	studied
allocated	conceived	educated	influenced	negotiated	rectified	summarized
altered	conceptualized	eliminated	informed	networked	reduced	supervised
analyzed	condensed	employed	initiated	observed	reeducated	supplemented
anticipated	conducted	emulated	innovated	obtained	regulated	supplied
appointed	conferred	enabled	inspected	operated	reinforced	supported
appraised	consolidated	encouraged	installed	optimized	remodeled	surpassed
approved	constructed	enforced	instituted	ordered	removed	surveyed
arbitrated	consulted	engineered	instructed	organized	reorganized	tabulated
arranged	contacted	enlisted	insured	originated	repaired	taught
assembled	contributed	established	integrated	overhauled	replaced	terminated
assigned	controlled	evaluated	interacted	oversaw	reported	tested
assisted	converted	examined	interpreted	participated	represented	trained
attained	coordinated	exceeded	interviewed	perfected	researched	transferred
audited	counseled	exchanged	introduced	performed	resolved	transformed
augmented	created	executed	invented	persuaded	restored	translated
authored	cultivated	expanded	inventoried	pinpointed	restricted	trimmed
authorized	curtailed	expedited	invested	planned	restructured	tripled
awarded	decreased	explained	investigated	prepared	retrieved	troubleshoot
balanced	delegated	extended	judged	prescribed	reviewed	unified
budgeted	demonstrated	extracted	launched	presented	revised	updated
built	designated	facilitated	lectured	prevented	revitalized	upgraded
calculated	designed	focused	led	prioritized	scheduled	upsized
cataloged	determined	forecasted	maintained	processed	selected	utilized
centralized	developed	formulated	managed	produced	separated	vetoed
chaired	devised	founded	marketed	programmed	served	wrote

analyzed procedures to assess their efficiency  
 analyzed ideas and situations from different perspectives  
 applied appropriate resources to problem-solving strategies  
 assessed needs of company & implemented improvements  
 compiled, organized and analyzed data  
 conveyed a positive image to the public  
 created innovative solutions to problems  
 delegated responsibility to others for completion of tasks  
 defined parameters of problem situations  
 described events or objectives accurately  
 demonstrated appropriate assertiveness in various settings and circumstances  
 evaluated information and presented analyses

expressed opinions & preferences without offending others  
 formulated questions to clarify problems or assess attitudes  
 identified alternative courses of action and strategies  
 identified information for specific situations and needs  
 identified critical issues to make decisions or solve problems  
 listened with objectivity and utilized information for problem solving  
 managed time and resources effectively  
 motivated and managed personnel  
 organized people and material to achieve goals  
 suggested possible long-range and short-range actions  
 wrote effective promotional materials and designed advertising brochure