



Start your phrases describing job responsibilities with action verbs. Avoid using "duties included" or "responsible for." Please note that all verbs here are listed in past tense and may need to be modified depending on their use.



Teaching

- Accommodated
- Adapted
- Advised
- Advocated
- Assisted
- Clarified
- Coached
- Communicated
- Consulted
- Cooperated
- Coordinated
- Counseled
- Demonstrated
- Developed
- Empowered
- Enabled
- Encouraged
- Enforced
- Evaluated
- Explained
- Facilitated
- Fostered
- Graded
- Guided
- Informed
- Initiated
- Instructed
- Schooled
- Served
- Set goals
- Shepherded
- Stimulated
- Taught
- Trained

Management/ Leadership

- Accelerated
- Accomplished
- Achieved
- Administered
- Analyzed
- Appointed
- Assigned
- Attained
- Authorized
- Capitalized
- Chaired
- Compelled
- Conducted
- Consolidated
- Contracted
- Controlled
- Coordinated
- Curtailed
- Decided
- Delegated
- Delivered
- Designated
- Directed
- Drove
- Energized
- Enforced
- Exceeded
- Facilitated
- Governed
- Harmonized
- Headed
- Hired
- Improved
- Increased
- Initiated
- Judged
- Launched
- Led
- Leveraged
- Lobbied
- Managed
- Marshalled
- Maximized
- Motivated
- Named
- Obliterated
- Officiated
- Orchestrated
- Oversaw
- Piloted
- Pioneered
- Planned
- Presided
- Prioritized
- Propelled
- Produced
- Realigned
- Rebuilt
- Recommended
- Regulated
- Restructured
- Scheduled
- Spearheaded
- Steered
- Strategized
- Strengthened
- Supervised
- Transformed

Technical

- Adjusted
- Assembled
- Built
- Calculated
- Calibrated
- Coded
- Computed
- Computerized
- Constructed
- Designed
- Devised
- Dissected
- Engineered
- Eradicated
- Fabricated
- Installed
- Maintained
- Manufactured
- Mapped
- Navigated
- Operated
- Overhauled
- Positioned
- Programmed
- Remodeled
- Repaired
- Selected
- Serviced
- Solved
- Trained
- Upgraded
- Utilized

Creative

- Acted
- Arranged
- Brainstormed
- Composed
- Conceptualized
- Cooked
- Crafted
- Created
- Demonstrated
- Designed
- Developed
- Devised
- Discovered
- Drew
- Energized
- Entertained
- Established
- Fashioned
- Founded
- Forged
- Formed
- Generated
- Illustrated
- Imagined
- Improvised
- Innovated
- Inspired
- Instituted
- Integrated
- Introduced
- Invented
- Made
- Modeled
- Originated
- Performed
- Pioneered
- Predicted
- Produced
- Redesigned
- Reimagined
- Renovated
- Rejuvenated
- Revitalized
- Shaped
- Sketched
- Sparked

Research

- Analyzed
- Ascertained
- Authenticated
- Collected
- Compared
- Concluded
- Conducted
- Critiqued
- Detected
- Diagnosed
- Differentiated
- Discovered
- Distinguished
- Evaluated
- Examined
- Explored
- Extracted
- Gathered
- Hypothesized
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Justified
- Located
- Observed
- Organized
- Perceived
- Predicted
- Proved
- Questioned
- Read
- Researched
- Reviewed
- Selected
- Studied
- Summarized
- Surveyed
- Synthesized
- Systematized
- Tabulated
- Tested
- Uncovered
- Verified



ACTION VERB LIST FOR RESUME HELP



Helping

- | | |
|--------------|---------------|
| Advised | Fostered |
| Advocated | Guided |
| Aided | Helped |
| Assessed | Listened |
| Assisted | Mentored |
| Believed | Oriented |
| Championed | Perceived |
| Clarified | Referred |
| Coached | Rehabilitated |
| Counseled | Represented |
| Demonstrated | Saved |
| Educated | Shepherded |
| Empowered | Suggested |
| Expedited | Supported |
| Familiarized | United |

Results/Achieved

- | | |
|--------------|--------------|
| Accomplished | Pinpointed |
| Achieved | Procured |
| Adapted | Projected |
| Attained | Propelled |
| Captured | Qualified |
| Commanded | Proposed |
| Completed | Provided |
| Concluded | Raised |
| Contributed | Realized |
| Cut | Recognized |
| Decreased | Recommended |
| Delivered | Reduced |
| Demonstrated | Revamped |
| Directed | Revised |
| Dominated | Revitalized |
| Doubled | Risked |
| Drove | Saved |
| Elevated | Simplified |
| Eliminated | Sold |
| Established | Solved |
| Exceeded | Spearheaded |
| Expanded | Steered |
| Furnished | Stimulated |
| Implemented | Streamlined |
| Improved | Strengthened |
| Increased | Structured |
| Introduced | Submitted |
| Leveraged | Succeeded |
| Lowered | Supported |
| Maintained | Surpassed |
| Mastered | Transformed |
| Masterminded | Transformed |
| Maximized | Tripled |
| Multiplied | Trouble-shot |
| Obliterated | Uncovered |
| Opened | Unified |
| Optimized | United |
| Orchestrated | Upgraded |
| Overcame | Utilized |
| Perfected | Widened |
| Piloted | Won |

Financial

- | | |
|-----------------|--------------|
| Achieved | Expanded |
| Administered | Exported |
| Allocated | Financed |
| Analyzed | Forecast |
| Appraised | Inspected |
| Audited | Investigated |
| Balanced | Managed |
| Budgeted | Marketed |
| Calculated | Memorized |
| Checked | Monetized |
| Commercial-ized | Optimized |
| Commoditized | Ordered |
| Computed | Organized |
| Curtailed | Planned |
| Decreased | Procured |
| Diversified | Projected |
| Diverted | Rendered |
| Elevated | Researched |
| Evaluated | Selected |
| | Transferred |
| | Verified |

Administrative

- | | |
|-------------|--------------|
| Approved | Operated |
| Arranged | Prepared |
| Catalogued | Processed |
| Centralized | Proofread |
| Charted | Purchased |
| Classified | Recorded |
| Collated | Retrieved |
| Collected | Scheduled |
| Compiled | Screened |
| Dispatched | Selected |
| Distributed | Separated |
| Documented | Specified |
| Executed | Standardized |
| Generated | Structured |
| Implemented | Systematized |
| Inspected | Tabulated |
| Inventoried | Validated |
| Monitored | |

Communication

- | | |
|--------------|-------------|
| Accentuated | Lectured |
| Addressed | Mediated |
| Advised | Moderated |
| Advocated | Motivated |
| Appreciated | Negotiated |
| Arbitrated | Networked |
| Articulated | Persuaded |
| Authored | Presented |
| Briefed | Printed |
| Brainstormed | Promoted |
| Collaborated | Published |
| Communicated | Publicized |
| Conceived | Queried |
| Consulted | Read |
| Conveyed | Reconciled |
| Corresponded | Recruited |
| Deciphered | Responded |
| Detailed | Reported |
| Documented | Revamped |
| Drafted | Rewrote |
| Edited | Spoke |
| Emphasized | Suggested |
| Enlisted | Summarized |
| Exhorted | Talked |
| Formulated | Transcribed |
| Influenced | Translated |
| Informed | Updated |
| Interpreted | Verbalized |
| | Wrote |