

ACTION VERBS

Introduction To Resume Writing

By
Yolanda L. Salazar

How To Write A Professional and Effective Resume —
Developing Strong Marketing Tools



Introduction To Resume Writing Workbook



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CHAPTER 7

Action Verbs

Verbs Mean Action

In preparing your resume, it is necessary to make the reader of your resume know exactly what it is you did on your last job. The only way to convey that thought to your reader is in creating awesome action verbs.

I am helping you here by creating a very useful Action Verbs List. This list is an alphabetized listing of various action verbs that will help you generate a very thought-provoking description of your jobs and duties.

When you get stumped and can't think of what word to use to describe your tasks, just take a look at the list and see if you can find what you need.

This is, yet, another list that you will definitely want to keep handy.



Action Verbs



Common Verbs	Definition
Accelerated	Sped up
Accommodated	Fit in
Accomplished	Completed
Activated	Put to use
Adapted	Suited
Adjusted	Changed, modified
Administered	Carried out
Advertised	Publicized
Advised	Informed
Analyzed	Examined
Anticipated	Expected, predicted
Appraised	Assess
Arranged	Grouped
Assembled	Built
Assessed	Evaluated, appraised
Assisted	Helped

Common Verbs	Definition
Balanced	Weighed
Bargained	Negotiated
Began	Started
Briefed	Instructed, informed
Broadened	Widened
Budgeted	Allocated funds
Built	Constructed

Common Verbs	Definition
Calculated	Computed, tallied
Catalogued	Indexed, ranked
Caused	Made happen
Chaired	Position of authority
Changed	Adjusted
Coached	Guided
Co-chaired	Worked together
Collaborated	Worked together
Compiled	Put together
Complied	In accordance
Completed	Finished
Conceptualized	Visualized
Conciliated	Satisfied
Conducted	Guided
Constructed	Built
Consulted	Advised
Contracted	Agreed
Conveyed	Told, relayed
Coordinated	Organized
Corresponded	Spoke with
Created	Produced
Culminated	Gathered

Action Verbs, pg 2



Common Verbs	Definition
Dealt with	Coordinated
Dedicated	Committed
Defined	Determined
Delegated	Appointed
Delivered	Brought, handed over
Demonstrated	Showed, taught
Designed	Planned
Determined	Decided
Developed	Evolved, improved
Devised	Plotted
Diagnosed	Recognized, analyzed
Directed	Guided
Distributed	Gave out
Drafted	Sketched

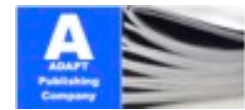
Common Verbs	Definition
Edited	Corrected
Educated	Trained
Effected	Resulted
Enlarged	Increased
Established	Formed, placed
Evaluated	Judged
Examined	Inspected

Common Verbs	Definition
Executed	Carried out
Expanded	Increased
Expedited	Sped up
Explained	Clarified

Common Verbs	Definition
Fabricated	Made
Facilitated	Led
Familiarized	Learned
Filed	Recorded
Finalized	Finished
Fixed	Repaired, corrected
Focused	Concentrated
Formulated	Formed, drafted
Furnished	Supplied

Common Verbs	Definition
Gathered	Brought together
Generated	Created
Governed	Ruled
Greeted	Met, welcomed
Guided	Led

Action Verbs, pg 3



Common Verbs	Definition
Handled	Took care of
Headed	Led, guided
Highlighted	Focused on
Hired	Employed
Hosted	Sponsored

Common Verbs	Definition
Identified	Described
Illustrated	Pictured
Implemented	Carried out
Improved	Made better
Increased	Expanded
Indoctrinated	Instructed
Influenced	Inspired
Informed	Advised
Initiated	Began
Innovated	Invented
Integrated	Combined
Interviewed	Questioned
Invented	Created
Investigated	Researched

Common Verbs	Definition
Joined	Brought together
Judged	Governed, ruled
Justified	Qualified

Common Verbs	Definition
Launched	Started, began
Led	Facilitated
Lectured	Taught
Located	Found
Logged	Recorded

Common Verbs	Definition
Maintained	Kept up
Managed	Directed
Manufactured	Made, assembled
Greeted	Met, welcomed
Guided	Led
Manipulated	Handled
Marketed	Sold
Maximized	Increased value
Minimized	Decreased value
Modeled	Planned, produced
Modified	Changed
Monitored	Observed
Motivated	Inspired

Action Verbs, pg 4



Common Verbs	Definition
Narrated	Told, commented
Navigated	Led
Negotiated	Bargained
Notified	Informed, instructed
Nurtured	Tended to

Common Verbs	Definition
Observed	Saw
Obtained	Acquired
Officiated	Led
Organized	Arranged
Oversaw	Supervised, managed

Common Verbs	Definition
Participated	Took part in
Performed	Did
Persuaded	Convinced
Pioneered	Originated
Prepared	Made ready
Presented	Showed
Presided	Controlled
Prioritized	Listed
Processed	Advanced
Produced	Developed

Common Verbs	Definition
Programmed	Scheduled
Promoted	Advanced
Proposed	Suggested
Provided	Made available
Publicized	Advertised
Purchased	Bought

Common Verbs	Definition
Qualified	Justified
Quantified	Determined
Quoted	Stated

Common Verbs	Definition
Recognized	Acknowledged
Recommended	Suggested
Reconciled	Restored, accounted for
Recorded	Documented
Recruited	Enlisted, Enrolled
Regulated	Adjusted
Related	Connected
Repaired	Fixed
Reviewed	Examined
Revised	Modified

Action Verbs, pg 5



Common Verbs	Definition
Scheduled	Assigned, designated
Secured	Acquired
Selected	Chose
Served	Provided, assisted
Solicited	Sold, marketed
Specialized	Concentrated
Specified	Defined
Standardized	Formalized
Streamlined	Organized
Suggested	Mentioned, motivated
Summarized	Prioritized
Supervised	Managed
Supplied	Provided, furnished
Surveyed	Examined, polled
Systemized	Arranged

Common Verbs	Definition
Tabulated	Counted, recorded
Targeted	Aimed
Taught	Instructed
Tracked	Followed
Trained	Taught
Translated	Interpreted, transferred
Transmitted	Sent
Transported	Transferred
Traveled	Journeyed, moved
Troubleshoot	Investigated

Common Verbs	Definition
Undertook	Guaranteed, promised
Updated	Modernized
Upgraded	Improved
Used	Applied
Utilized	Used



Action Verbs, pg 6



Common Verbs	Definition	Common Verbs	Definition
Validated	Justified, verified	Weighed	Analyzed
Verified	Confirmed, established	Withdrew	Retracted
Viewed	Observed	Witnessed	Observed
Volunteered	Contributed	Wrote	Composed

Common Verbs	Definition
Xeroxed	Copied





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