

Example Resume Action Words

Please Note: Examples are all shown in the past tense, so be sure to use present tense when describing your current job

Analytical / Financial

Analyzed
Assessed
Determined
Devised
Diagnosed
Estimated
Evaluated
Examined
Forecasted
Formulated
Integrated
Negotiated
Prioritized
Projected
Researched

Communication Skills

Authored
Composed
Convinced
Drafted
Edited
Marketed
Persuaded
Presented
Promoted

Example Resume Action Words

Handling Change

Adapted

Adjusted

Converted

Tailored

Creativity

Designed

Developed

Engineered

Envisioned

Produced

Shaped

Taking Initiative

Achieved

Advanced

Built

Coordinated

Created

Demonstrated

Established

Expanded

Implemented

Initiated

Introduced

Launched

Mobilized

Modernized

Revamped

Revised

Spearheaded

Updated

Example Resume Action Words

Problem Solving

Customized
Generated
Identified
Revitalized
Reinforced
Streamlined
Strengthened
Transformed

Producing Results (with Metrics)

Grew
Improved
Increased
Reduced
Maximized
Minimized
Modified
Reduced

Sales

Captured
Converted
Earned
Won
Generated
Negotiated

Example Resume Action Words

Technology

Coded
Deployed
Installed
Launched
Programmed
Rewrote
Refined
Tested
Upgraded

Leadership/Education/Management

Assigned
Administered
Chaired
Coached
Directed
Empowered
Enabled
Facilitated
Fostered
Guidedled
Moderated
Monitored
Supervised
Trained

Organizational Ability

Arranged
Budgeted
Calculated
Centralized

Example Resume Action Words

Compiled
Consolidated
Organized
Planned

Teamwork/Collaboration

Assisted
Collaborated
Partnered
Contributed
Expedited
Served