



## ACTION VERBS

Use action verbs to communicate your accomplishments in the experience section of your resume. Take a look at the two job descriptions below and note the positive impact of action verbs.

### *With action verbs*

IBM, Research Triangle Park, NC  
Human Resources Intern, Summer 2009

- Worked with a project team on the redesign of New Employee Orientation.
- Created a survey to use with current employees. Received an 80% response rate.
- Interviewed 15 recent hires to gain insight into the needs of new employees.
- Wrote report and presented results to project team.

### *Without action verbs*

IBM, Research Triangle Park, NC  
Human Resources Intern, Summer 2009

- Duties included administrative tasks in an office setting.
- Responsible for distributing a survey to current employees.
- The needs of recent hires were collected, documented, etc.
- I was involved in a variety of other activities, as needed.

accomplished  
achieved  
acquired  
adapted  
administered  
advanced  
advised  
amended  
analyzed  
approved  
assembled  
attained  
automated

balanced  
brainstormed  
broadened  
budgeted  
built

calculated  
coached  
collaborated  
collected  
communicated  
composed

computed  
conceived  
conceptualized  
configured  
consolidated  
constructed  
consulted  
contributed  
converted  
coordinated  
counseled  
created

debugged  
decreased  
dedicated  
delivered  
demonstrated  
designed  
developed  
devised  
diagnosed  
discovered  
documented  
drafted

earned  
edited  
eliminated  
enabled  
encouraged  
engaged  
enhanced  
enriched  
established  
evaluated  
examined  
executed  
expanded

fabricated  
facilitated  
familiarized  
financed  
forecasted  
formulated  
fostered  
founded  
functioned

gained  
gathered  
gauged  
generated  
governed  
guided

handled  
headed  
helped  
hired

identified  
illustrated  
implemented  
improved  
improvised  
incorporated  
increased  
influenced  
initiated  
inspected  
installed  
instructed  
integrated  
interfaced  
interpreted  
interviewed  
introduced  
invented  
invested  
investigated  
involved

launched  
learned  
led  
linked  
lobbied

maintained  
managed  
manufactured  
marketed  
maximized  
mediated  
modeled  
modified  
monitored  
motivated

negotiated  
nominated  
nurtured

observed  
obtained  
operated  
orchestrated  
organized  
originated  
oversaw

participated  
performed  
persuaded  
pioneered  
planned  
presented  
prioritized  
processed  
produced  
programmed  
promoted  
proposed  
provided  
published  
purchased

quantified  
queried  
quoted

raised  
realized  
recommended  
recovered  
recruited  
redesigned  
reduced  
refined  
renovated  
reorganized  
repaired  
replaced  
reported  
represented  
researched  
resolved  
responded  
restored  
restructured  
revised  
revitalized

scheduled  
secured  
selected  
separated  
served  
shaped  
simplified  
simulated  
sold  
solved  
spearheaded  
specified  
sponsored  
stabilized  
standardized  
strengthened  
summarized  
supervised  
supplemented  
supported  
surveyed  
synthesized

tailored  
targeted  
taught  
tested  
tracked  
trained  
transferred  
transformed  
translated  
transmitted

uncovered  
undertook  
updated  
upgraded

validated  
verified  
visualized

wrote