

# Action Verbs

When creating your résumé, using concise wording is essential. The effectiveness of your résumé rests upon an employer wanting to read through the entire document. The goal is to make it as easy as possible to read, while showcasing your skills, education and experience. Action verbs are a great way to effectively list your job duties.

Below is a selection of common action verbs (in past tense) that you can use to illustrate what you have accomplished in your jobs, internships and volunteer roles.

**TIP:** Use present tense action verbs to describe your current job and past tense action verbs to describe previous positions.

### Communication

Addressed	Defined	Edited	Persuaded
Reported	Arranged	Developed	Interpreted
Presented	Spoke	Communicated	Directed
Marketed	Promoted	Summarized	Counseled
Drafted	Motivated	Published	Wrote

### Creative

Acted	Conceptualized	Developed	Introduced
Refined	Applied	Created	Drew
Performed	Used	Composed	Customized
Formed	Presented	Utilized	Conceived
Designed	Illustrated	Produced	Wrote

### Helping

Advised	Coordinated	Educated	Facilitated
Modeled	Aided	Counseled	Enabled
Guided	Referred	Assisted	Developed
Encouraged	Helped	Taught	Coached
Diagnosed	Explained	Instructed	Tutored

### Leadership/Management

Assigned	Developed	Hired	Managed
Recommended	Conducted	Directed	Implemented
Oversaw	Scheduled	Coordinated	Evaluated
Improved	Planned	Supervised	Delegated
Executed	Led	Proposed	Trained

### Organization/Detail

Arranged	Compiled	Generated	Organized
Purchased	Balanced	Completed	Implemented
Planned	Recorded	Budgeted	Edited
Maintained	Prepared	Retrieved	Calculated
Filed	Ordered	Processed	Updated

### Technical

Assembled	Examined	Maintained	Painted
Transported	Assessed	Fabricated	Moved
Removed	Troubleshoot	Built	Inspected
Mowed	Repaired	Upgraded	Constructed
Installed	Operated	Scheduled	Utilized

## How to use action verbs in your résumé

Duke Energy, Charlotte, NC

**Paralegal**, January 2017-Present

- Conduct legal research, and review applicable principles and precedents
- Work with litigation group and clients to establish and monitor legal holds
- Assist attorneys and other staff with daily case needs
- Schedule and maintain organized timelines
- Prepare reports, according to and surpassing government regulations
- Review and proofread documents for accuracy, completeness and writing standards

Harris Teeter, Charlotte, NC

**Office Assistant**, May 2015-December 2016

- Supervised 13 employees per shift
- Reconciled store funds nightly
- Created deposits and performed cash register transactions
- Ordered money and supplies
- Filed store, shipping and employee information
- Provided customer service

## Take your résumé to the next level!

Use action verbs to create accomplishment statements in the experience section of your résumé. Unlike job duties (shown in the examples above) accomplishments focus on the results or outcomes you achieved.

**Accomplishment statements = Action Verb + Project + Result**

- Proposed new staff scheduling guidelines resulting in 10 percent lower turnover rate
- Developed new lunch menu increasing lunch revenue an average of \$2,000 monthly
- Facilitated customer service workshop for support staff increasing scores on customer satisfaction survey 20 percent in the first three months following training

**TIP:** This list is just a sample of the many action verbs you can use when creating your résumé. There are many more words you can use. Consult your dictionary and thesaurus for additional suggestions. Think of how you can use these words to improve your résumé, and remember them when you need to replace the phrase, “responsible for...”