

Action Verbs

Make your résumé easier to read.

When creating your résumé, using concise wording is essential. Often the success of your résumé rests upon an employer wanting to read through the entire document. Making it as easy as possible to read and showcasing your skills, education and experience are important. Action verbs are a great way to effectively list your job duties. Whether used in present tense to describe your responsibilities at your current job or in past tense to illustrate previous duties, action verbs are helpful to you and the employer because they are easy to use, read and understand!

Below is a selection of common action verbs (in past tense) used to give potential employers an idea of what experiences you had at previous jobs.

Adapted	Edited	Learned	Questioned
Approved	Educated	Led	Raised
Arranged	Ensured	Located	Reconciled
Assessed	Estimated	Maintained	Remodeled
Assisted	Explained	Managed	Represented
Balanced	Facilitated	Measured	Retrieved
Began	Fashioned	Modified	Saved
Budgeted	Filed	Motivated	Secured
Built	Formulated	Negotiated	Specialized
Calculated	Founded	Observed	Supplied
Communicated	Generated	Operated	Targeted
Created	Guided	Ordered	Tested
Customized	Handled	Organized	Trained
Defined	Helped	Performed	Updated
Designed	Hired	Planned	Used
Developed	Hosted	Prepared	Verified
Diagnosed	Implemented	Presented	Volunteered
Drafted	Installed	Printed	Wrote

There you have it—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...”

Once you learn the words, see the examples below on how to use them.

Harris Teeter, Charlotte, N.C.

Office Personnel

May 2005-June 2009

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

American Die & Mold, Charlotte, N.C.

Mold Maker

July 1999-Present

- Program and machine tools
- Demonstrated knowledge of sinker and wire EDM
- Assist with engineering changes
- Repair line equipment
- Collaborate with employees on various projects

Students may receive résumé help by visiting CPCC Career Services or viewing the website at www.cpcc.edu/career.