

Resume Action Verbs

Instructions: Use these action verbs to describe past work, volunteer, academic or personal experiences that will go on your resume.

Communication: addressed, arranged, collaborated, convinced, developed, directed, mediated, negotiated, persuaded, promoted, publicized, recruited, spoke, translated

Research: analyze, assess, clarified, collected, evaluated, identified, interpreted, investigated, organized, reported, reviewed, summarized, surveyed

Technical: assembled, built, calculated, computed, designed, engineered, programmed, repaired, solved, upgraded

Creative: acted, conceptualized, created, designed, developed, directed, illustrated, initiated, integrated, introduced, invented, performed, planned, shaped

Helping: aided, assessed, assisted, clarified, demonstrated, facilitated

Clerical/Detail: arranged, catalogued, classified, collected, compiled, executed, filed, modified, organized, prepared, recorded

Other: achieved, adapted, advised, clarified, coordinated, drafted, evaluated, explained, facilitated, implemented, improved, informed, instructed, participated, streamlined, strengthened, trained