

Action Words & Phrases for Resume Development

The following phrases and words may help with creating an organizing your resume statements. They make an impact as they concisely convey accomplishments, making your resume more readable.

Achieved	Charted	Familiar with	Measured	Replaced
Approved	Constructed	Focused	Mediated	Reported
Accepted	Completed	Formulated	Monitored	Remodeled
Accumulated	Dealt with	Fabricated	Motivated	Reduced
Acted	Decided	Facilitated	Moderated	Reversed
Advised	Defined	Fashioned	Modified	Recorded
Allocated	Delegated	Founded	More than ____ years	Retrieved
Appraised	Delivered	Familiarized	experience	Reinforced
Appointed	Demonstrated	Finalized	Negotiated	Represented
Assessed	Designated	Fund-raised	Observed	Recipient of
Assisted	Designed	Gathered	Obtained	Scheduled
Acquired	Determined	Generated	Operated	Selected
Alleviated	Developed	Guided	Organized	Serviced
Anticipated	Devised	Handled	Originated	Shared
Applied	Directed	Headed	Oversaw	Specified
Amended	Dispensed	Helped	Participated	Spoke
Arranged	Displayed	Hired	Performed	Supervised
Authored	Distributed	Hypothesized	Piloted	Solved
Assembled	Documented	Honored as	Perfected	Supported
Assigned	Dramatized	Identified	Persuaded	Synthesized
Attained	Drafted	Illustrated	Planned	Studied
Addressed	Diagnosed	Imagined	Predicted	Strengthened
Advised	Decreased	Improvised	Prepared	Streamlined
Adapted	Dispatched	Improved	Presented	Summarized
Audited	Evaluated	Initiated	Prevented	Surveyed
Acted/Functioned	Executed	Innovated	Problem-solved	Systematized
Bargained	Expanded	Inspired	Processed	Structured
Briefed	Edited	Instructed	Produced	Saved
Budgeted	Examined	Interpreted	Programmed	Shaped
Built	Extracted	Integrated	Promoted	Successful in
Balanced	Engineered	Interviewed	Proposed	Subcontracted
Chaired	Enabled	Invented	Protected	Successful in
Changed	Encouraged	Investigated	Published	Specialized in
Controlled	Explained	Increased	Pinpointed	Sorted
Consolidated	Eliminated	Influenced	Prioritized	Simplified
Coordinated	Established	Inspected	Projected	Suggested
Corresponded	Educated	Informed	Purchases	Taught
Clarified	Expedited	Introduced	Provided technical	Transferred
Collected	Elected	Implemented	Proven track record	Translated
Conducted	Employed	Instrumental in	Proficient	Tested
Critiqued	Endured	Innovation resulted in	Questioned	Treated
Calculated	Enforced	Installed	Raised	Tolerated
Computed	Enlarged	Initially employed	Reasoned	Trouble-shot
Contained	Entertained	Judged	Recommended	Tutored
Coached	Estimated	Justified	Recruited	Terminated
Competent	Exhibited	Knowledge of	Referred	Trained
Communicated	Experimented	Launched	Regulated	Tabulated
Conceptualized	Expressed	Lectured	Rehabilitated	Understood
Created	Evaluated	Learned	Reorganized	Utilized
Counseled	Experience involved	Listened	Researched	United
Classified	Enlarged	Located	Resolved	Updated
Catalogued	Effected	Made	Reviewed	Upgraded
Compiled	Expertise	Maintained	Revised	Verified
Composed	Experienced in all	Managed	Revitalized	Validated
Contributed	facets/phases	Mapped	Restructured	Wrote
Consulted	Extensive training	Marketed	Reconciled	
Contracted	involvement		Repaired	