



**RESUME WRITING ACTION WORDS**

accelerated	charted	discovered	implemented	originated	scheduled
accommodated	clarified	dispatched	improved	overhauled	screened
accomplished	classified	displayed	improvised	performed	scrutinized
achieved	coached	distributed	increased	persuaded	secured
acquainted	collaborated	drafted	informed	pioneered	served
acquired	collected	edited	initiated	planned	settled
acted	combined	educated	inspected	prepared	shaped
activated	commanded	elevated	inspired	prescribed	simplified
adapted	communicated	eliminated	instituted	prioritized	solicited
added	compared	employed	instructed	processed	solved
addressed	compiled	emulated	integrated	procured	spearheaded
adjusted	composed	enabled	interpreted	produced	spoke
administered	computed	encouraged	interviewed	programmed	sponsored
advanced	conceived	endorsed	introduced	promoted	stabilized
advised	condensed	engineered	invented	publicized	stimulated
advocated	conferred	enhanced	inventoried	published	streamlined
aided	confirmed	enlisted	invested	queried	strengthened
alleviated	consented	enriched	investigated	questioned	studied
allocated	consolidated	established	issued	raised	submitted
allowed	constructed	estimated	judged	realized	substantiated
altered	consulted	evaluated	justified	recommended	suggested
amended	contracted	examined	launched	reconciled	summarized
analyzed	contributed	excelled	lectured	recorded	supervised
appointed	controlled	exchanged	led	recruited	surpassed
appraised	converted	executed	licensed	rectified	surveyed
approved	convinced	exercised	lightened	reduced	sustained
approximated	cooperated	expanded	linked	referred	systematized
arbitrated	coordinated	expedited	maintained	refined	tabulated
arranged	corresponded	explained	managed	reformed	taught
assembled	counseled	extended	marketed	regulated	terminated
assessed	created	extracted	measured	reinforced	traced
assigned	critiqued	facilitated	mediated	remodeled	trained
assisted	customized	familiarized	merged	removed	transferred
assumed	deciphered	figured	minimized	reorganized	transformed
attached	dedicated	finalized	mobilized	repaired	translated
attained	delegated	forecasted	modeled	replaced	transmitted
audited	deliberated	formulated	moderated	reported	unified
augmented	demonstrated	fostered	modernized	represented	updated
authored	designated	founded	modified	researched	upgraded
authorized	designed	fulfilled	monitored	reserved	utilized
balanced	determined	generated	motivated	resolved	validated
bolstered	developed	governed	multiplied	restored	valued
boosted	devised	grouped	negotiated	retrieved	verified
brainstormed	diagnosed	guaranteed	observed	revamped	visualized
budgeted	disbursed	guided	obtained	reviewed	wrote
built	directed	hired	operated	revised	
calculated	disclosed	identified	orchestrated	revitalized	
chaired	discontinued	illustrated	organized	satisfied	

(continued on reverse)

## **RESUME WRITING ACTION PHRASES**

analyzed procedures to assess their efficiency

analyzed ideas and situations from different perspectives

applied research data to develop proposals or reach conclusions

applied theory and abstract concepts to work settings

applied appropriate resources to problem-solving strategies

assessed needs of organization and implemented improvements

created innovative solutions to problems

compiled, organized, and analyzed data

conveyed a positive image to the public

delegated responsibility to others for completion of tasks

defined parameters of problem situations

described events or objects accurately

demonstrated appropriate assertiveness in various settings and circumstances

evaluated information and presented analyses

expressed opinions and preferences without offending others

formulated questions to clarify problems or to assess attitudes

generated trust and confidence of others

identified alternative courses of action and strategies

identified information for specific situations and needs

identified critical issues to make decisions or solve problems

listened with objectivity and utilized information for problem solving

managed time and resources effectively

motivated and managed personnel

marketed self, a product, or a service

organized people and material to achieve goals

suggested possible long-range and short-range actions

wrote effective promotional materials and designed advertising brochures