

Active Verbs for Resume

Clerical/Office Skills	Communication Skills	Creative Skills
Adhered, Approved, Balanced, Budgeted, Catalogued, Classified, Collected, Coordinated, Dispatched, Filed, Generated, Hired, Inspected, Monitored, Operated, Ordered, Organized, Planned, Prepared, Processed, Purchased, Recorded, Scheduled, Screened, Specified	Addressed, Arbitrated, Arranged, Authored, Campaigned, Collaborated, Composed, Conveyed, Counseled, Directed, Documented, Drafted, Illustrated, Lectured, Mediated, Moderated, Negotiated, Persuaded, Presented, Promoted, Reviewed, Translated, Wrote	Acted, Combined, Conceptualized, Created, Designed, Developed, Devised, Directed, Displayed, Established, Fashioned, Founded, Formulated, Illustrated, Initiated, Integrated, Invented, Modified, Performed, Planned, Revitalized, Shaped, Solved, Structured, Validated
Contribution Skills	Financial Skills	Helping Skills
Adapted, Aided, Arranged, Assisted, Coached, Contributed, Counseled, Diagnosed, Encouraged, Expedited, Familiarized, Furthered, Helped, Intervened, Prevented, Referred, Represented, Simplified, Supported, Volunteered	Administered, Allocated, Appraised, Audited, Balanced, Calculated, Computed, Conserved, Corrected, Developed, Determined, Downsized, Estimated, Generated, Invested, Managed, Measured, Planned, Programmed, Projected, Qualified, Reduced, Retrieved	Assessed, Assisted, Centralized, Clarified, Coached, Customized, Demonstrated, Educated, Integrated, Merged, Modified, Overhauled, Redesigned, Refocused, Remodeled, Reorganized, Restructured, Revamped, Simplified, Streamlined, Strengthened, Upgraded, Verified
Management Skills	Research Skills	Teaching Skills
Accomplished, Administered, Advanced, Analyzed, Appointed, Arranged, Assigned, Authorized, Chaired, Consolidated, Controlled, Coordinated, Directed, Emphasized, Enhanced, Executed, Handled, Hired, Improved, Increased, Inspected, Led, Managed, Merged, Navigated, Orchestrated, Organized, Oversaw, Planned, Presided, Produced, Reorganized, Restored, Scheduled, Selected, Spearheaded	Analyzed, Assessed, Clarified, Collected, Conducted, Detected, Diagnosed, Discovered, Examined, Evaluated, Explored, Forecasted, Formulated, Identified, Interpreted, Invented, Located, Mapped, Organized, Qualified, Quantified, Projected, Reviewed, Solved, Surveyed, Tracked, Visualized	Adapted, Advised, Clarified, Coached, Communicated, Conducted, Critiqued, Demonstrated, Developed, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Instructed, Lectured, Listened, Motivated, Persuaded, Simulated, Taught, Trained, Tutored

Technical Skills	Stronger Verbs to Demonstrate Accomplishments	
Adapted, Assembled, Built, Calculated, Computed, Conserved, Constructed, Debugged, Designed, Developed, Engineered, Fabricated, Installed, Maintained, Operated, Programmed, Remodeled, Repaired, Restored, Specialized, Standardized, Upgraded	Achieved, Attained, Completed, Discovered, Doubled, Eliminated, Expanded, Founded, Improved, Increased, Initiated, Innovated, Invented, Launched, Originated, Outperformed, Overcame, Overhauled, Pioneered, Reduced, Resolved, Spearheaded, Targeted, Transformed, Won	

Examples on how to use active verbs on your resume

1. Top 10 most overused action verbs:

- Managed
- Led
- Created
- Implemented
- Improved
- Achieved
- Developed
- Resolved
- Planned
- Assisted

****Avoid these words when possible****

2. Utilize numbers to be specific and demonstrate measurable results.

- Increased sales revenue by 25% through targeted marketing campaigns.
- Reduced customer wait time by 45% by introducing an efficient customer service queuing system.

3. Always try to use an active voice on your resume.

- For example, “was grown” vs “grew”

4. Use industry-specific verbs.

- For the financial industry, use power verbs such as invested, audited, or calculated.