

ACTION VERBS

When describing your skills and experiences on your resume, it is important to use action verbs that showcase your accomplishments and skills that are most relevant to your audience (the employer) based on the Position Requirements Analysis Worksheet. With this analysis, you can describe your skills using Accomplishment Statements.

Sample Action Words by Category

Note: Review the list of sample action verbs to help you select your top 10 verbs that match your experience. This is not meant to be a complete list of action verbs. Please feel free to use any other action verbs on your resume that clearly demonstrate the skills that you used.

Sample Action Verbs for Communication & Marketing Skills

Advertised, Articulated, Authored, Blogged, Branded, Campaigned, Captured, Clarified, Communicated, Contacted, Conveyed, Convinced, Copyedited, Corresponded, Crowdsourced, Debated, Demonstrated, Described, Disseminated, Drafted, Edited, Endorsed, Engaged, Enticed, Explained, Highlighted, Informed, Interviewed, Invited, Marketed, Negotiated, Paraphrased, Persuaded, Posted, Presented, Promoted, Prospected, Publicized, Published, Relayed, Responded, Solicited, Sourced, Summarized, Tailored, Targeted, Translated, Wrote

My top Communication & Marketing verbs:

- 1
- 2
- 3
- 4
- 5
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- 7
- 8
- 9
- 10

Sample Action Verbs for Creativity & Innovation Skills

Acted, Animated, Assembled, Brainstormed, Choreographed, Combined, Composed, Conceived, Conceptualized, Constructed, Crafted, Created, Curated, Designed, Developed, Drew, Entertained, Envisioned, Expressed, Fashioned, Filmed, Ideated, Illustrated, Improvised, Infused, Innovated, Invented, Modeled, Modified, Originated, Performed, Photographed, Produced, Recorded, Redesigned, Refined, Re-imagined, Revamped, Revitalized, Rewrote, Sculpted, Stimulated, Storyboarded

My top Creativity & Innovation verbs:

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Sample Action Verbs for Digital & Advanced Computing Skills

Activated, Applied, Architected, Automated, Built, Coded, Computed, Configured, Constructed, Containerized, Crafted prompts, Crawled, Customized, Debugged, Deployed, Designed, Developed, Digitized, Disassembled, Dismantled, Encrypted, Engineered, Filtered, Fortified, Gained access, Installed, Integrated, Interfaced, Linked, Localized, Manipulated, Migrated, Monitored, Parsed, Penetrated, Processed, Programmed, Prototyped, Queried, Recognized, Rectified, Refined prompts, Regulated, Remodeled, Repaired, Restored, Retrieved, Routed, Scaled, Scripted, Secured, Segmented, Simulated, Terminated, Tested, Tokenized, Trained, Troubleshoot, Tweaked, Upgraded, Uploaded, Utilized, Virtualized

My top Digital & Advanced Computing verbs:

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Sample Action Verbs for Financial & Data Analysis Skills

Acquired, Adjusted, Administered, Aggregated, Analyzed, Appraised, Audited, Balanced, Benchmarked, Bid, Budgeted, Calculated, Classified, Cleaned data, Closed, Collated, Compared, Computed, Conserved data integrity, Costed, Diversified, Divested, Estimated, Executed, Extrapolated, Filtered, Forecasted, Funded, Fundraised, Funneled, Inputted, Insured, Interpolated, Interpreted, Invested, Managed, Mitigated risk, Modeled, Parsed, Procured, Projected, Purchased, Qualified, Quantified, Queried, Raised capital, Reconciled, Reported, Retrieved, Screened, Segmented, Sold, Standardized, Systematized, Tracked, Transformed, Underwrote, Validated, Valued, Verified, Visualized

My top Financial & Data verbs:

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Sample Action Verbs for Interpersonal & Teamwork Skills

Accommodated, Adapted, Advised, Advocated, Anticipated needs, Cared for, Coached, Collaborated, Consulted, Contributed to, Cooperated, Coordinated, Counseled, Discussed, Educated, Elicited, Empathized, Empowered, Encouraged, Engaged, Enlisted, Facilitated, Fostered, Guided, Inspired, Instructed, Interacted, Intervened, Involved, Liaised, Listened, Mediated, Mentored, Mobilized, Motivated, Navigated, Nurtured, Partnered, Personalized, Recognized, Referred, Rehabilitated, Represented, Served, Shared, Strengthened, Supported, Taught, Tutored, Unified, Validated, Volunteered

My top Interpersonal & Teamwork verbs:

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Sample Action Verbs for Leadership & Management Skills

Acknowledged, Aligned, Appointed, Approved, Authorized, Celebrated, Chaired, Championed, Contracted, Delegated, Directed, Elevated, Empowered, Enabled, Enforced, Ensured, Established, Expanded, Expedited, Finalized, Formed, Founded, Furthered, Headed, Hired, Hosted, Implemented, Incorporated, Influenced, Initiated, Inspired, Instilled, Instituted, Introduced, Judged, Led, Leveraged, Managed, Molded, Motivated, Oversaw, Piloted, Pioneered, Planned, Presided over, Prioritized, Recruited, Reinforced, Retained, Secured funding, Selected, Set goals, Shaped, Spearheaded, Structured, Supervised, Sustained

My top Leadership & Management verbs:

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Sample Action Verbs for Organization & Administration Skills

Abided by, Adhered, Allocated, Annotated, Archived, Arranged, Assigned, Booked, Catalogued, Categorized, Checked, Compiled, Complied with, Consolidated, Coordinated, Corrected, Distributed, Filed, Followed up, Indexed, Itemized, Labeled, Logged, Maintained, Merged, Ordered, Organized, Outlined, Prioritized, Processed, Procured, Proofread, Recorded, Registered, Reorganized, Replenished, Reported, Reserved, Scheduled, Set up, Simplified, Standardized, Stocked, Submitted, Supplied, Transcribed, Updated

My top Organization & Administration verbs:

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Sample Action Verbs for Problem Solving & Critical Thinking Skills

Addressed, Anticipated, Assessed, Condensed, Deciphered, Deconstructed, Deduced, Defined, Devised, Diagnosed, Distinguished, Evaluated, Factored, Formulated, Handled, Identified, Located, Mitigated, Overcame, Pinpointed, Predicted, Prevented, Proposed, Reasoned, Reassessed, Recommended, Re-evaluated, Resolved, Reviewed, Revised, Simplified, Solved, Specified, Strategized, Studied, Suggested

My top Problem Solving & Critical Thinking verbs:

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Sample Action Verbs for Research & Lab Skills

Analyzed, Assayed, Calibrated, Centrifuged, Characterized, Charted, Coalesced, Collected, Compounded, Conducted, Controlled, Correlated, Critiqued, Cultured, Demonstrated, Derived, Detected, Discovered, Disproved, Dissected, Documented, Elucidated, Executed, Experimented, Explored, Extracted, Fractionated, Gathered, Generated, Grew, Hypothesized, Incubated, Injected, Inspected, Investigated, Isolated, Mapped, Measured, Modeled, Monitored, Observed, Operated, Performed, Prepared, Preserved, Processed, Reflected, Refracted, Researched, Separated, Sequenced, Simulated, Spliced, Stored, Surveyed, Synthesized, Tested, Titrated, Transmitted

My top Research & Lab verbs:

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Sample Results-Oriented Verbs

Accelerated, Accomplished, Achieved, Actualized, Advanced, Amplified, Attained, Attracted, Benefitted, Boosted, Completed, Converted, Delivered, Doubled, Drove, Eliminated, Enhanced, Exceeded, Executed, Gained, Generated, Impacted, Improved, Increased, Launched, Maximized, Minimized, Optimized, Outperformed, Overhauled, Propelled, Proved, Reached, Recognized, Reduced, Streamlined, Succeeded, Surpassed, Transformed, Tripled, Won, Yielded

My top Results-Oriented verbs:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Sample Connecting Words

By ensuring, Contributing to, In order to, Leading to, Resulting in, Autonomously, Collaboratively, Comprehensively, Consistently, Effectively, Efficiently, Independently, Innovatively, Proactively, Reliably, Strategically

My top Connecting Words:

- 1
- 2
- 3

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Recommended Structure

Action Verbs + Method + Result

Action Verbs + Problem + Solution + Result

Results (Action Verb) + Context

Understand how to use your action verbs effectively in the [Accomplishment Statements Handout](#).

Don't see the skills in your interested field or industry?

Don't forget to use your research skills to search up: "key skill verbs in [insert field name]."