

RESUME ACTION VERBS

Action Verbs should be used throughout your resume and cover letter to convey your achievements. They help to make a strong impression and give the reader a picture of your experience and accomplishments.

Management Skills	Diagnosed	Balanced	Assisted
Administered	Spoke	Explained	Clarified
Analyzed	Translated	Facilitated	Coached
Achieved	Wrote	Guided	Counseled
Assigned	Research Skills	Informed	Demonstrated
Attained	Clarified	Instructed	Diagnosed
Chaired	Collected	Persuaded	Educated
Consolidated	Critiqued	Set goals	Expedited
Coordinated	Evaluated	Stimulated	Facilitated
Delegated	Examined	Trained	Familiarized
Developed	Extracted	Financial Skills	Guided
Directed	Identified	Administered	Motivated
Evaluated	Inspected	Allocated	Referred
Executed	Interpreted	Analyzed	Rehabilitated
Improved	Interviewed	Audited	Represented
Increased	Investigated	Budgeted	Administrative Skills
Led	Organized	Calculated	Approved
Organized	Reviewed	Computed	Arranged
Oversaw	Summarized	Developed	Catalogued
Planned	Surveyed	Forecasted	Classified
Prioritized	Systematized	Managed	Collected
Reviewed	Technical Skills	Marketed	Compiled
Scheduled	Assembled	Planned	Dispatched
Strengthened	Built	Projected	Executed
Supervised	Calculated	Researched	Generated
Communication Skills	Computed	Creative Skills	Implemented
Addressed	Designed	Acted	Inspected
Arbitrated	Devised	Conceptualized	Monitored
Arranged	Engineered	Created	Operated
Articulated	Fabricated	Customized	Organized
Authored	Maintained	Designed	Prepared
Collaborated	Operated	Developed	Processed
Developed	Overhauled	Directed	Purchased
Directed	Programmed	Established	Recorded
Drafted	Remodeled	Fashioned	Retrieved
Edited	Repaired	Founded	Screened
Enlisted	Solved	Illustrated	Specified
Formulated	Upgraded	Initiated	Systematized
Influenced	Teaching Skills	Instituted	Tabulated
Interpreted	Adapted	Integrated	Validated
Lectured	Advised	Introduced	Accomplishments
Mediated	Clarified	Invented	Achieved
Moderated	Coached	Originated	Expanded
Negotiated	Communicated	Performed	Improved
Persuaded	Demystified	Planned	Pioneered
Promote	Developed	Revitalized	Reduced (losses)
Publicized	Enabled	Shaped	Resolved
Reconciled	Encouraged	Helping Skills	Restored
Recruited	Evaluated	Assessed	Spearheaded

WINNING RESUME BULLET STATEMENTS

- Coordinated and implemented seven major community service projects annually
- Developed and publicized activities ranging from 20 to 2000 participants
- Led Social Action Committee in organizing, volunteering, and visiting local nursing homes
- Established campus food pantry. Collected and distributed 1000 food items to students experiencing food insecurity
- Organized several blood drives for The American Red Cross comprising over 150 donors
- Completed 200 hours as a Teacher's Assistant at the Kindergarten grade level
- Served as Head Counselor for 50 girls at Girl Scout Summer Camp
- Developed a directory of community resources distributed to parents of children born with disabilities and special needs
- Resolved customer concerns and questions, and dealt with emergency situations
- Volunteered at the 2017 and 2018 American Heart Association Heart Ball
- Facilitated creative and activity-based groups that engaged mental health clients according to their treatment plans
- Consulted with students on career-related topics including resume writing and interview preparation

BE SPECIFIC WITH STATEMENTS

Instead of... Experience working in fast-paced environments

Try...Registered over 120 third-shift emergency patients per night

Instead of...Excellent written communication skills

Try...Authored professional User Guide utilized by 10,000 end-users

Instead of...Team player with inter-cultural awareness

Try...Collaborated with clients and counselors to improve service delivery to culturally and socio-economically diverse clientele

Instead of...Demonstrated success in analyzing client needs

Try...Created and administered comprehensive needs assessment to help forecast demand for services and staffing