**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.

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| --- | --- | --- | --- |
| **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