



ACTION WORD LIST

It’s important to use creative, action words to describe experiences on your resume. These strong words will catch a reader’s attention more than a passive voice or phrases like “responsibilities include.” Use this list as a starting point to avoid common, overly used words or to help you brainstorm different aspects of your experience.

EXAMPLES OF ACTION WORDS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

- | | | | |
|--------------|---------------|--------------|--------------|
| Abstract | Complied | Established | Introduced |
| Achieved | Composed | Estimated | Invented |
| Acquired | Computed | Evaluated | Inventoried |
| Acted | Conceived | Examined | Investigated |
| Adapted | Conducted | Exceeded | Judged |
| Addressed | Conserved | Excelled | Kept |
| Administered | Consulted | Expanded | Launched |
| Advertised | Contracted | Expedited | Learned |
| Advised | Contributed | Experimented | Lectured |
| Advocated | Converted | Explained | Led |
| Aided | Cooperated | Explored | Lifted |
| Allocated | Coordinated | Expressed | Listened |
| Analyzed | Copied | Extracted | Located |
| Answered | Correlated | Facilitate | Logged |
| Anticipated | Counseled | Fashioned | Made |
| Applied | Created | Financed | Maintained |
| Appraised | Critiqued | Fixed | Managed |
| Approved | Cultivated | Followed | Manipulated |
| Arranged | Dealt | Formulated | Mapped |
| Ascertained | Debated | Fostered | Mastered |
| Assembled | Decided | Founded | Maximized |
| Assessed | Defined | Gained | Mediated |
| Assisted | Delegated | Gathered | Memorized |
| Attained | Delivered | Gave | Mentored |
| Audited | Designed | Generated | Met |
| Augmented | Detected | Governed | Minimized |
| Authored | Determined | Guided | Modeled |
| Bolstered | Developed | Handled | Modified |
| Briefed | Devised | Headed | Monitored |
| Brought | Diagnosed | Helped | Narrated |
| Budgeted | Directed | Identified | Negotiated |
| Built | Discovered | Illustrated | Observed |
| Calculated | Discriminated | Imagined | Obtained |
| Cared | Dispatched | Implemented | Offered |
| Charged | Displayed | Improved | Operated |
| Chartered | Dissected | Improvised | Ordered |
| Checked | Documented | Inaugurated | Organized |
| Clarified | Drafted | Increased | Originated |
| Classified | Drove | Indexed | Overcame |
| Coached | Edited | Indicated | Oversaw |
| Collaborated | Eliminated | Influenced | Participated |
| Collected | Empathized | Initiated | Perceived |
| Comforted | Enabled | Inspected | Perfected |
| Communicated | Enforced | Instituted | Performed |
| Compared | Enlightened | Integrated | Persuaded |
| Completed | Enlisted | Interpreted | Planned |
| | Ensured | Interviewed | Practiced |

Predicted	Ranked	Screened	Supervised
Prepared	Rationalized	Set goals	Supported
Presented	Read	Shaped	Surveyed
Prioritized	Reasoned	Skilled	Sustained
Produced	Recorded	Solicited	Symbolized
Programmed	Received	Solved	Tabulated
Projected	Reduced	Specialized	Talked
Promoted	Referred	Spoke	Taught
Proposed	Related	Stimulated	Theorized
Protected	Relied	Strategized	Trained
Proved	Reported	Streamlined	Translated
Provided	Researched	Strengthened	Upgraded
Publicized	Responded	Stressed	Utilized
Published	Restored	Studied	Validated
Purchased	Revamped	Substantiated	Verified
Queried	Reviewed	Succeeded	Visualized
Questioned	Scanned	Summarized	Won
Raised	Scheduled	Synthesized	Wrote
Ran	Schemed		

EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

Active	Diplomatic	Instrumental	Resilient
Adaptable	Disciplined	Keen	Resourceful
Adaptive	Discreet	Logical	Self-confident
Adept	Effective	Loyal	Self-motivated
Aggressive	Efficient	Mature	Self-reliant
Analytical	Energetic	Methodical	Sensitive
Assertive	Enterprising	Objective	Sharp
Broad-Minded	Enthusiastic	Open-minded	Sincere
Committed	Exceptional	Outgoing	Strong
Competent	Experienced	Personable	Successful
Conscientious	Fair	Pleasant	Tactful
Cooperative	Familiar	Poised	Tenacious
Creative	Firm	Positive	Well-organized
Dedicated	Forceful	Practical	
Dependable	Honest	Productive	
Determined	Independent	Receptive	
Diligent	Innovative	Reliable	

adapted from www.placementmanual.com

**For other tips & questions contact the CDO at 410-337-6191 or
visit the CDO website at www.goucher.edu/cdo**

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