

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

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

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 CEO at 410-337-6191 or
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