

Use Action Verbs to Convey WHAT You Did 🏃

A key skill in resume writing is creating brief but powerful accomplishment statements.

Bullet points should start with Action Verbs.

Action verbs (always use past tense, ATS uses this to count years of experience) are a great way to convey your achievements in a dynamic way. This categorized list contains just a few of the many action verbs you can use to compose concise, persuasive, reader-centered resumes plus cover letters and other types of workplace documents. The most powerful verbs will be those that are directly related to your field and inspired by the position description. Use their language when possible!

Communication Skills

Negotiated a 25% price reduction on parts for senior project

Persuaded other team members to take a different approach that allowed us to finish the project on time

Translated all relevant company information into French, Spanish and Catalan

Examples: Advocated, Clarified, Corresponded, Encouraged, Interpreted, Negotiated, Persuaded, Presented, Publicized, Solicited, Spoke, Translated

Creative Skills

Created a 3D model using Civil 3D

Introduced a new method of navigating through the A+ Software Program

Presented a new design project using rapid prototyping

Examples: Acted, Applied, Composed, Created, Established, Founded, Improvised, Introduced, Navigated, Originated, Presented

Data / Financial Skills

Computed and *recorded* inventory valuation on a monthly basis

Documented inventory counts at the end of each working day

Verified the amount owed to the creditor in the Accounts Payable account

Examples: Adjusted, Allocated, Budgeted, Compared, Computed, Counted, Documented, Estimated, Forecasted, Inventoried, Invested, Predicted, Projected, Quantified, Recorded, Retrieved, Verified

Helping Skills

Assisted customers with choosing appropriate products

Trained new employees in the plant through demonstration techniques

Volunteered in the nursing home every weekend to serve the community

Examples: Aided, Assisted, Built, Demonstrated, Facilitated, Familiarized, Helped, Performed, Represented, Solved, Supported, Trained, Upheld, Volunteered, Worked

Management / Leadership Skills

Administered a variety of surveys to collect data about the employees

Implemented a safety communication program to promote safety awareness

Recommended an alternative solution to one of the company's problems

Examples: Achieved, Administered, Assigned, Attained, Challenged, Coordinated, Decided, Delegated, Established, Executed, Handled, Headed, Implemented, Incorporated, Intervened, Launched, Led, Managed, Mediated, Motivated, Organized, Oversaw, Planned, Prioritized, Recommended, Scheduled, Supervised, United

Efficiency Skills

Eliminated unnecessary cost of each unit of production

Maximized profits by 15% during the month of July

Heightened the level of employee moral through program incentives

Examples: Accelerated, Allocated, Boosted, Centralized, Downsized, Edited, Eliminated, Enhanced, Expanded, Expedited, Heightened, Lessened, Leveraged, Maximized, Merged, Optimized, Outlined, Outsourced, Prevented, Prioritized, Reorganized, Reduced, Revised, Simplified, Standardized, Stream-lined, Synthesized, Systematized, Upgraded

Research Skills

Examined a new mechanism that may reduce sickness on the campus

Identified a major defect in a microscopic organism last month

Surveyed a group of students with regard to Product A

Examples: Analyzed, Collected, Compared, Controlled, Detected, Diagnosed, Evaluated, Examined, Gathered, Identified, Investigated, Located, Measured, Organized, Reported, Replicated, Researched, Reviewed, Searched, Surveyed, Wrote

Teaching Skills

Defined a new product strategy and discussed how it would be implemented

Instructed warehouse trainees on how to reduce inventory and raise net sales

Prepared a tutorial manual for an English class last semester

Examples: Aided, Advised, Clarified, Communicated, Defined, Developed, Encouraged, Evaluated, Facilitated, Fostered, Guided, Helped, Incorporated, Informed, Initiated, Instructed, Lectured, Prepared, Supported, Supervised, Stimulated, Taught

Technical Skills

Assembled an entire computer programming simulation for my CPT course

Designed a new form of Widget C for a manufacturing facility

Programmed three new computer programs tailored for a network system

Examples: Analyzed, Assembled, Built, Calculated, Computed, Conducted, Designed, Devised, Engineered, Maintained, Operated, Programmed, Reengineered, Remodeled, Transmitted

Source: Purdue Online Writing Lab