

RESUME

Action Words

UTILIZE ACTION WORDS TO DESCRIBE YOUR EXPERIENCES.

USE THE PRESENT TENSE OF VERBS FOR JOBS YOU ARE PRESENTLY DOING.

USE PAST TENSE OF VERBS FOR JOBS YOU HAVE DONE IN THE PAST.

A

Accelerated
Accomplished
Achieved
Adapted
Addressed
Adjusted
Administered
Aided
Allocated
Amplified
Analyzed
Answered
Applied
Appointed
Approved
Arbitrated
Arranged
Assisted
Assumed
Attained
Augmented
Awarded

B

Began
Broadened
Brought
Built

C

Calculated
Chaired
Compared
Complied
Completed
Communicated
Conceived
Conducted
Contracted
Contrived
Controlled
Cooperated
Coordinated
Counseled
Created

D

Dealt
Defined
Delegated
Demonstrated
Designed
Determined
Developed
Devised
Devoted
Diagrammed
Directed
Displayed

E

Edited
Effected
Eliminated
Employed
Encouraged
Enlisted
Established
Estimated
Evaluated
Examined
Expanded
Expedited
Extended

F

Fabricated
Focused
Forecast
Fortified
Founded

G

Generated
Guided

H

Handled
Harmonized
Headed

I

Implemented
Improved
Incorporated
Increased
Influenced
Initiated
Inspected
Installed
Instituted
Instructed
Interpreted
Introduced

L

Launched
Led
Lectured
Listed

M

Maintained
Managed
Modified
Molded
Monitored
Motivated

N

Negotiated

O

Observed
Operated
Organized
Oriented
Originated
Overhauled

P

Participated
Performed
Persuaded
Planned
Pinpointed
Prepared
Presented
Preserved
Processed
Produced
Programmed
Promoted
Proposed
Proved
Provided

R

Received
Recommended
Reconciled
Recorded
Recruited

Reduced
Re-established
Regulated
Rehearsed
Reinforced
Renegotiated
Reorganized
Reported
Researched
Reshaped
Restored
Revamped
Reviewed
Revised

S

Scheduled
Selected
Set Up
Simplified
Solved
Specialized
Stimulated
Streamlined
Structured
Substituted
Suggested
Summarized
Supervised
Supported
Systematized

T

Taught
Trained
Tutored

U

Unified
Updated
Used
Utilized

V

Volunteered

W

Widened
Worked
Wrote



IMPACT CENTER

The Impact Center
impactcenter@muskingum.edu