



ACTION VERBS – Use Them in Your Resume

You should use action verbs in your business writing, especially in your resume, because they are easy for the reader to understand, find, and summarize. All of this makes action verbs more persuasive and more convincing than other verbs that do not refer to an action. Here’s an example of a sentence from a resume:

- Worked as a supervisor for a team of six

This line could be enhanced by using an action verb:

- *Supervised* a team of six

By using the action verb “supervised,” the sentence is more concise, to the point, and understandable. It is now focusing on the action verb: supervised.

Use action verbs in resumes to describe all skills, accomplishments, and responsibilities. Use a variety of action verbs in your resume. Make the action verb the first word of each bullet in a list.

COMMUNICATION SKILLS

Negotiate	Interpret	Translate	Advocate
Clarify	Correspond	Encourage	Interpret
Persuade	Publicize	Solicit	translate

CREATIVE SKILLS

Act	Apply	Compose	Create
Establish	Found	Improvise	Introduce
Navigate	Originate	Present	

FINANCIAL SKILLS

Adjust	Allocate	Budget	Compare
Compute	Count	Document	Estimate
Forecast	Inventory	Invest	Predict
Project	Quantify	Record	Verify

ASSISTING SKILLS

Aid	Assist	Build	Demonstrate
Facilitate	Familiarize	Perform	Represent
Solve	Support	Train	Uphold

LEADERSHIP SKILLS

Achieve	Administer	Assign	Attain
Challenge	Coordinate	Decide	Delegate
Establish	Execute	Handle	Head
Implement	Incorporate	Intervene	Launch
Lead	Manage	Mediate	Motivate
Organize	Oversee	Plan	Prioritize
Recommend	Schedule	Supervise	Unite

TEACHING SKILLS

Aid	Advise	Clarify	Communicate
Define	Develop	Encourage	Evaluate
Facilitate	Foster	Guide	Inform
Instruct	Lecture	Prepare	Stimulate

TECHNICAL SKILLS

Analyze	Assemble	Build	Calculate
Compute	Design	Devise	Engineer
Maintain	Operate	Program	transmit