

ACTION VERBS

Following are action verbs that can be used to describe many different types of work.
Below the General section are action verbs organized according to areas of employment/skill.

General

Accomplished	Demonstrated	Influenced	Participated	Researched
Achieved	Determined	Informed	Performed	Responded
Administered	Developed	Initiated	Planned	Reviewed
Advised	Discovered	Interpreted	Predicted	Revised
Assessed	Displayed	Introduced	Prepared	Scheduled
Assigned	Documented	Launched	Presented	Selected
Assisted	Established	Maintained	Preserved	Served
Attained	Evaluated	Mediated	Processed	Simplified
Communicated	Examined	Mentored	Produced	Streamlined
Compiled	Expanded	Modified	Programmed	Strengthened
Completed	Expedited	Monitored	Protected	Structured
Composed	Explained	Motivated	Provided	Updated
Conducted	Facilitated	Observed	Recommended	Utilized
Consulted	Formulated	Obtained	Recorded	
Coordinated	Gathered	Operated	Reduced	
Created	Illustrated	Optimized	Reorganized	
Defined	Implemented	Organized	Reported	
Delivered	Improved	Originated	Represented	

Management/Administration/Leadership

Allocated	Consolidated	Enforced	Instrumented	Spearheaded
Analyzed	Controlled	Estimated	Interviewed	Staffed
Audited	Coordinated	Executed	Managed	Supervised
Balanced	Delegated	Governed	Motivated	Trained
Budgeted	Developed	Hired	Negotiated	
Chaired	Directed	Initiated	Reconciled	
Conserved	Employed	Instituted	Recruited	

Marketing/Sales/Customer Service

Accelerated	Coordinated	Established	Marketed	Proposed
Advertised	Created	Exceeded	Motivated	Publicized
Anticipated	Cultivated	Generated	Persuaded	Resolved
Calculated	Designed	Increased	Projected	
Contracted	Developed	Initiated	Promoted	

Human Services/Education

Adapted	Assigned	Educated	Motivated	Taught
Advised	Coordinated	Evaluated	Observed	Tutored
Applied	Counseled	Instructed	Organized	
Appraised	Delivered	Lectured	Reviewed	
Assessed	Documented	Managed	Supervised	

NOTE: Pay attention to verb tense! If describing current employment, use present tense!

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ADVERBS

Following are adverbs that can be used to modify verbs when describing your work experience on your resume - using adverbs can make your job descriptions more powerful!

Accurately	Cooperatively	Logically	Reliably
Actively	Courteously	Meticulously	Resourcefully
Ambitiously	Creatively	Patiently	Responsibly
Analytically	Diligently	Perseveringly	Significantly
Artistically	Effectively	Pleasantly	Steadily
Assertively	Efficiently	Practically	Strongly
Competently	Energetically	Precisely	Substantially
Competitively	Imaginatively	Proficiently	Successfully
Confidently	Independently	Progressively	Supportively
Conscientiously	Intellectually	Rationally	Technically
Consistently	Intelligently	Realistically	Thoroughly

EXAMPLES: Consistently demonstrated outstanding customer service skills to ensure customer satisfaction.
Assisted supervisor by efficiently organizing office filing system.

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