



# Action Verbs List

Action verbs can elevate a resume more than statements like “duties included” or “responsible for.” Below is a sample list of action verbs to describe your experience, skills, and accomplishments.

**A** : Accelerated Accomplished Achieved Acted Adapted Adjusted Administered Advised Advocated Aided Allocated Analyzed Answered Applied Appointed Approved Arranged Assessed Assisted Assumed Attained Audited Augmented Authored

**B** : Balanced Broadened Brought Budgeted Built

**C** : Calculated Cataloged Chaired Communicated Compared Complied Completed Conceived Conducted Constructed Consulted Contracted Contributed Contrived Controlled Cooperated Coordinated Corresponded Counseled Created

**D** : Decided Defined Delegated Delivered Demonstrated Designed Determined Diagnosed Directed Displayed Distributed Documented Drafted

**E** : Earned Edited Educated Effected Eliminated Employed Encouraged Enlisted Established Estimated Evaluated Examined Expanded Expedited Expressed Extended

**F** : Facilitated Formulated Founded Fulfilled

**G** : Generated Governed Guaranteed Guided

**H** : Handled Headed

**I** : Identified Illustrated Implemented Improved Increased Influenced Initiated Inspected Inspired Instituted Instructed Integrated Interpreted Introduced Investigated

**J** : Judged

**L** : Launched Led Lectured Listed Located

**M** : Maintained Managed Measured Mediated Mentored Modeled Modified Molded Monitored Motivated

**N** : Navigated Negotiated

**O** : Observed Operated Orchestrated Organized Oriented Originated Oversaw

**P** : Participated Performed Persuaded Planned Predicted Prepared Presented Prioritized Processed Produced Programmed Projected Promoted Proofread Proposed Proved Provided Published

**R** : Raised Received Recommended Reconciled Recorded Recruited Reduced Re-established Regulated Reinforced Renegotiated Reorganized Reported Represented Researched Reshaped Resolved Responded Restored Revamped Reviewed Revised

**S** : Scheduled Selected Secured Served Setup Simplified Solved Specialized Stimulated Streamlined Strengthened Structured Suggested Supervised Supported Systematized

**T** : Taught Tested Trained Transformed Translated Tutored

**U** : Unified Updated Utilized

**V** : Verified Volunteered

**W** : Widened Worked Wrote

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# Action Verb Phrases

Here are a few common jobs and some great action verb phrases worded to attract employer interest.

## General Office

- Greeted customers and provided accurate information on services available.
- Retrieved, forwarded and responded to over 500 emails daily from customers and vendors.
- Filed and retrieved over 200 time-sensitive documents each day.

## Retail

- Operated a cash register and credit card approval machine to process customer transactions Monitored, maintained and refreshed a sales floor inventory valued at over \$100,000.
- Prepared attractive merchandise displays designed to attract attention and increase sales resulting in a district-wide merchandise design display award.

## Stocking Shelves

- Processed, categorized and shelved new inventory.
- Monitored, maintained and ordered inventory to refresh stock to prescribed levels.
- Noted changes in inventory flow and alerted management of impact on supply and demand.

## Cleaning

- Performed a variety of light cleaning and maintenance tasks including watering plants, vacuuming and sweeping, dusting, resetting furniture, and restocking restroom supplies.
- Recognized by the Quality Assurance Office for exemplary performance resulting in a pay increase and a promotion.
- Consulted clients to collect customer satisfaction information and adjusted work styles and responsibilities to improve customer satisfaction by 25% over a three-month period.

## Childcare Provider or Nanny

- Planned and initiated after school indoor and outdoor activities for five children ages 6 to 12 for over five years.
- Transported children from school to extracurricular activities and prepared snacks and meals.
- Maintained constant communications with parents regarding discipline, health and safety issues related to their children.

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# Action Verb Phrases

## Mail Clerk

- Sorted, bundled and distributed mail to over 500 employees on a daily basis.
- Gathered, packaged, metered and mailed over 50 packages a week.
- Maintained a friendly, customer-focused, professional demeanor when interacting with employees and postal workers.

## Fast Food/Restaurant Server

- Greeted customers, took their orders and delivered their orders in a fast, efficient and friendly manner.
- Maintained the cleanliness of the kitchen and service counter in compliance with state health and safety regulations
- Developed speed and accuracy in preparing customer food orders from a variety of work stations

## Short-Term Volunteer Activity

- Participated in a week-long, 24-member Habitat for Humanity team charged with roofing over 100 homes damaged by hurricanes.
- Coordinated and staffed the walker registration table at the annual "Walk forLife" event which raised over \$15,000.
- Co-organized the high school's annual holiday canned-food drive for the city's food bank.

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