



Wheaton College Center for Vocation and Career

ACTION VERBS FOR YOUR RESUME

LEADERSHIP

Accomplished	Administered	Analyzed	Assigned	Attained	Chaired	Consolidated	Contracted	Coordinated
Delegated	Developed	Directed	Earned	Evaluated	Executed	Handled	Headed	Impacted
Improved	Increased	Led	Mastered	Orchestrated	Organized	Oversaw	Planned	Predicted
Prioritized	Produced	Proved	Recommended	Regulated	Reorganized	Reviewed	Scheduled	
	Spearheaded	Strengthened	Supervised	Surpassed				

COMMUNICATION

Addressed	Arbitrated	Arranged	Authored	Collaborated	Convinced	Corresponded	Delivered	Developed
Directed	Documented	Drafted	Edited	Energized	Enlisted	Formulated	Influenced	Interpreted
Lectured	Liaised	Mediated	Moderated	Negotiated	Persuaded	Presented	Promoted	Publicized
Reconciled	Recruited	Reported	Rewrote	Spoke	Suggested	Synthesized	Translated	Verbalized
Wrote								

RESEARCH

Clarified	Collected	Concluded	Conducted	Constructed	Critiqued	Investigated	Determined	Diagnosed
Discovered	Evaluated	Examined	Extracted	Formed	Identified	Inspected	Interpreted	Interviewed
Derived	Modeled	Organized	Resolved	Reviewed	Summarized	Surveyed	Systematized	Tested

TECHNICAL

Assembled	Built	Calculated	Computed	Designed	Devised	Engineered	Fabricated	Installed
Maintained	Operated	Optimized	Overhauled	Programmed	Remodeled	Repaired	Solved	
	Standardized	Streamlined	Upgraded					

TEACHING

Adapted	Advised	Clarified	Communicated	Coached	Coordinated	Demystified	Developed	Enabled
Encouraged	Evaluated	Explained	Facilitated	Guided	Informal	Instructed	Persuaded	Set
Goals	Stimulated	Studied	Taught	Trained				

QUANTITATIVE

Administered	Allocated	Analyzed	Appraised	Audited	Balanced	Budgeted	Calculated	Computed
Developed	Forecasted	Managed	Marketed	Maximized	Minimized	Planned	Projected	Researched

CREATIVE

Acted	Composed	Conceived	Conceptualized	Created	Customized	Designed	Developed	Directed
Established	Fashioned	Founded	Illustrated	Initiated	Instituted	Integrated	Introduced	Invented
Originated	Performed	Planned	Published	Redesigned	Revised	Revitalized	Shaped	Visualized

HELPING

Assessed	Assisted	Clarified	Coached	Counseled	Demonstrated	Diagnosed	Educated	Expedited
Facilitated	Familiarized	Guided	Motivated	Participated	Proposed	Rehabilitated	Referred	Provided
Served	Represented	Supported						

ORGANIZATIONAL

Approved	Accelerated	Added	Arranged	Broadened	Cataloged	Centralized	Changed	Classified
Collected	Compiled	Completed	Controlled	Defined	Dispatched	Executed	Expanded	Gained
Gathered	Generated	Inspected	Launched	Monitored	Operated	Organized	Prepared	Processed
Reinforced	Purchased	Recorded	Reduced	Implemented	Retrieved	Screened	Selected	Simplified
Sold	Specified	Steered	Structured	Systematized	Tabulated	Unified	Updated	Utilized
Validated	Verified							