

Resume Action Words

This is a beginning list of action words often used in resumes to provide potential employers with a clear and specific impression of what resume writers have done and what they can do.

As you continue your research on what makes a professional resume, add your own additional action words that you find to the section below. You will use these when drafting your own resume.

Adapted	Explained	Programmed
Advanced	Facilitated	Promoted
Advised	Fashioned	Provided
Assisted	Generated	Raised
Built	Identified	Recorded
Chaired	Informed	Researched
Coached	Inspected	Reviewed
Collected	Installed	Revised
Communicated	Instructed	Selected
Coordinated	Interpreted	Shaped
Conducted	Located	Supervised
Constructed	Made	Taught
Created	Maintained	Tested
Delivered	Monitored	Tracked
Designed	Organized	Trained
Displayed	Oversaw	Updated
Drafted	Participated	Worked
Encouraged	Planned	Wrote
Established	Presented	

Your Action Words: