



ACTION VERB BANK

Using strong action verbs in your resume indicates the nature of your work and helps you articulate your experience. For current experiences, use the present tense. For past experiences, use the past tense, listed here.

FINANCE		ORGANIZATION		COMMUNICATION	
Forecasted	Audited	Arranged	Monitored	Clarified	Explained
Analyzed	Balanced	Cataloged	Managed	Directed	Listened
Budgeted	Estimated	Organized	Operated	Corresponded	Mediated
Assessed	Measured	Collected	Obtained	Expressed	Participated
Reduced	Projected	Compiled	Prepared	Interacted	Persuaded
Increased	Reconciled	Maintained	Submitted	Interpreted	Synthesized
COUNSELING		TEACHING		CREATIVE	
Assisted	Encouraged	Advised	Instructed	Designed	Directed
Advised	Guided	Adapted	Motivated	Imagined	Integrated
Counseled	Helped	Coached	Stimulated	Implemented	Modeled
Advocated	Intervened	Evaluated	Taught	Drafted	Displayed
Coached	Referred	Individualized	Tested	Crafted	Conveyed
Educated	Supported	Informed	Tutored	Developed	Revitalized
HELPING		TECHNICAL		RESEARCHING	
Assisted	Demonstrated	Assembled	Engineered	Analyzed	Critiqued
Aided	Coached	Modeled	Specialized	Clarified	Collected
Advocated	Ensured	Built	Upgraded	Investigated	Compared
Supported	Familiarized	Designed	Investigated	Tested	Researched
Volunteered	Guided	Converted	Determined	Measured	Reviewed
Simplified	Furthered	Adapted	Operated	Diagnosed	Surveyed
LEADERSHIP		EDITING		WRITING	
Administered	Organized	Revised	Edited	Addressed	Publicized
Oversaw	Restored	Revamped	Organized	Clarified	Outlined
Consolidated	Streamlined	Reordered	Synthesized	Corresponded	Presented
Eliminated	Strengthened	Assisted	Proposed	Defined	Synthesized
Motivated	Supervised	Incorporated	Drafted	Described	Summarized
Leveraged	Executed	Corresponded	Represented	Marketed	Wrote

Still need assistance? Schedule an appointment today!

UAH Office of Career Services

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