

Action Verbs

Action verbs are a great way to help you put your experience into words and sell yourself and your skill sets to employers. In fact, you should use action verbs in all of your resume bullet points!

Try using action verbs and terminology from your field of interest to answer these questions for your job responsibilities – **What did you do? For whom? How? Why? How often?** Lastly, always quantify where possible.

Example:

Ordinary description – Met with students and provided information about our services.

Revised description - Conducted 50+ peer-to-peer appointments with students and coached them through the process of constructing a resume/cover letter, navigating Handshake, and searching for a job or internship.

Helping Skills

assessed
assisted
advocated
clarified
coached
counseled
demonstrated
diagnosed
educated
encouraged
expedited
facilitated
guided
intervened
mentored
motivated
referred
rehabilitated
represented

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demonstrated
demystified
developed
enabled
evaluated
explained
facilitated
fostered
guided
informed
instructed
illustrated

Communication Skills

addressed
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted

Research Skills

clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
reviewed
summarized
surveyed
systematized

Management Skills

administered
assigned
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
planned
prioritized
recommended

Creative Skills

conceptualized
created
customized
designed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
planned
revitalized
shaped

Clerical/ Detail Skills

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Accomplishments

achieved
expanded
improved
pioneered
reduced
remodeled
resolved
restored
transformed
guided
informed
instructed
illustrated

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Technical Skills

assembled
built
calculated
computed
configured
designed
devised
engineered
fabricated
installed
maintained
operated
overhauled
performed
troubleshooting
programmed
remodeled
repaired
retrieved

