



## Work Experience Bullets: Action Verbs

Bulleted work experience statements never begin with pronouns (I, my, etc.). Always begin them with an action verb to increase the strength of your writing and make potential employers take notice of your accomplishments and skills! Do not ever let your resume leave your hands until you have described your accomplishments skills, and experiences using these key action verbs.

Skill Categories				
<b>Communication</b>	Proposed Publicized Reconciled Recruited Referred Reinforced Reported Resolved Responded Solicited Specified Spoke Suggested Summarized Synthesized Translated Wrote	Revised Revitalized Shaped Solved  <b>Financial/Data</b> Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed Marketed Measured Netted Planned Prepared Programmed Projected Qualified Reconciled Reduced Researched Retrieved	Cooperated Counseled Demonstrated Diagnosed Educated Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided Helped Insured Intervened Motivated Prevented Provided Referred Represented Resolved Simplified Supplied Supported Volunteered  <b>Management/ Leadership</b> Administered Analyzed Appointed Approved Assigned Attained Authorized Chaired Considered Consolidated Contracted Controlled Converted Coordinated Decided Delegated Developed Directed Eliminated Emphasized Enforced	Enhanced Established Executed Generated Handled Headed Hired Hosted Improved Incorporated Increased Initiated Inspected Instituted Led Managed Merged Motivated Navigated Organized Originated Overhauled Oversaw Planned Presided Prioritized Produced Recommended Reorganized Replaced Restored Reviewed Scheduled Secured Selected Streamlined Strengthened Supervised Terminated  <b>Organizational</b> Approved Arranged Catalogued Categorized Chartered Classified Coded Collected
	<b>Creative</b> Acted Adapted Began Combined Composed Condensed Created Customized Designed Developed Displayed Drew Entertained Established Fashioned Formulated Founded Illustrated Initiated Instituted Integrated Introduced Invented Modeled Modified Originated Performed Photographed Planned	<b>Helping</b> Adapted Advocated Aided Answered Arranged Assessed Assisted Clarified Coached Collaborated Contributed		



**Work Experience Bullets: Action Verbs (cont.)**

<b>Skill Categories (cont.)</b>				
<b>Organizational (cont.)</b> Compiled Corrected Corresponded Distributed Executed Filed Generated Incorporated Inspected Logged Maintained Monitored Obtained Operated Ordered Organized Prepared Processed Provided Purchased Recorded Registered Reserved Responded Reviewed	Routed Scheduled Screened Submitted Supplied Standardized Systematized Updated Validated Verified  <b>Research</b> Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated	Gathered Inspected Interviewed Invented Investigated Located Measured Organized Researched Reviewed Searched Solved Summarized Surveyed Systematized Tested  <b>Teaching</b> Adapted Advised Clarified Coached Communicated Conducted Coordinated Critiqued Developed	Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded Simulated Stimulated Taught Tested Trained Transmitted Tutored  <b>Technical</b> Adapted Applied Assembled Built Calculated	Computed Conserved Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved Specialized Standardized Studied Upgraded Utilized