

ACTION WORDS FOR RESUMES

TCC CAREER SERVICES

Action Words: Words (often verbs) that help us describe what we did. Action words can help us showcase our skills, strengths, and accomplishments on resumes.

Professional Action Words

Administered	Delegated	Prioritized	Delivered	Maintained
Assisted	Evaluated	Organized	Customized	Educated
Coordinated	Executed	Developed	Supervised	Succeeded
Directed	Managed	Implemented	Facilitated	Trained

Task: Use the action words to improve these resume descriptions below. You can also use your own action words.

ABC Company

Tallahassee, FL

Office Assistant

02/22-01/23

- Go to weekly department meetings, record minutes of each meeting, and email directors about the meeting
- Say Hi to customers and help them check in
- Put documents in files and keep things organized

EX: The first bullet point could be changed to say:

- Attended weekly department meetings, recorded minutes of each meeting, and emailed directors meeting summaries with accurate record keeping

Try re-writing the other bullet points below using action words:

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Action Words to express communication skills

Campaigned	Composed	Convinced	Delivered	Documented
Instructed	Presented	Promoted	Spoke	Trained

Action Words to describe leadership skills

Advised	Cultivated	Directed	Endorsed	Ensured
Instructed	Identified	Motivated	Organized	Supervised

Action Words to describe accomplishments

Achieved	Cultivated	Drove	Discerned	Exceeded
Established	Performed	Sparked	Spearheaded	Surpassed

Action Words to describe work responsibilities

Analyzed	Created	Coordinated	Delivered	Developed
Facilitated	Handled	Organized	Produced	Volunteered

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Action Words to express creative skills

Brainstormed	Curated	Designed	Drafted	Documented
Edited	Illustrated	Performed	Published	Translated

Action Words to describe teamwork

Accomplished	Balanced	Consulted	Contributed	Organized
Instructed	Identified	Guided	Motivated	Supported

Action Words to describe oral/written communication

Authored	Advised	Connected	Discerned	Directed
Established	Encouraged	Promoted	Spearheaded	Published

Action Words to describe career management

Analyzed	Achieved	Assessed	Determined	Developed
Examined	Improved	Planned	Surveyed	Validated

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Action Words to express critical thinking/problem solving

Brainstormed	Consulted	Devised	Developed	Documented
Launched	Negotiated	Planned	Monitored	Resolved

Action Words to describe conflict resolution/customer service

Assisted	Collaborated	Consulted	Cooperated	Mediated
Partnered	Identified	Guided	Negotiated	Supported

Action Words to describe flexibility

Accommodated	Adapted	Adjusted	Amended	Balanced
Established	Encouraged	Improvised	Advanced	Tailored

Action Words to describe organization

Arranged	Budgeted	Calculated	Collected	Oriented
Examined	Processed	Planned	Surveyed	Scheduled