

ACTION VERB LIST

ROCK YOUR RESUME BY STARTING EACH
BULLET POINT WITH AN ACTION VERB

CREATIVE

Authored	Envisioned	Performed
Composed	Illustrated	Revamped
Conceptualized	Initiated	Shaped
Created	Innovated	Solved
Designed	Inspired	Tailored
Displayed	Modernized	Wrote

HELPING

Advocated	Dedicated	Guided
Alleviated	Eased	Motivated
Ameliorated	Empowered	Prevented
Bolstered	Encouraged	Referred
Cooperated	Fostered	Reformed
Counseled	Furthered	Served

LEADERSHIP

Enhanced	Increased	Produced
Exceeded	Influenced	Raised
Expanded	Instituted	Recruited
Handled	Launched	Scheduled
Hired	Managed	Selected
Improved	Oversaw	Spearheaded

ORGANIZATION

Approved	Devised	Mobilized
Assigned	Enlisted	Obtained
Brainstormed	Executed	Organized
Categorized	Finalized	Prepared
Compiled	Generated	Procured
Customized	Maximized	Resolved

TEACHING

Adapted	Enabled	Instructed
Advised	Enriched	Stimulated
Coached	Evaluated	Taught
Coordinated	Explained	Trained
Developed	Facilitated	Tutored
Educated	Individualized	Visualized