

## KEY ACTION VERBS

Your resume must be accomplishment focused and action oriented in order to catch the reader's eye. Listed below are a few ideas to help you start each sentence or phrase on your resume with an action verb.

### COMMUNICATION & FINE ARTS

<b>Creative Production &amp; Design</b>	<b>Performance &amp; Storytelling</b>	<b>Verbal &amp; Written Communication</b>	<b>Media, Marketing, Public Relations</b>
Built	Acted	Articulated	Advertised
Captured	Choreographed	Broadcast	Advocated
Composed	Conducted	Communicated	Announced
Crafted	Delivered	Described	Branded
Created	Directed	Explained	Campaigned
Designed	Embodied	Expressed	Communicated
Developed	Entertained	Narrated	Curated
Edited	Hosted	Pitched	Distributed
Filmed	Improvised	Presented	Engaged
Illustrated	Interpreted	Reported	Influenced
Innovated	Performed	Scripted	Marketed
Painted	Produced	Shared	Positioned
Produces	Recited	Spoke	Promoted
Sketched	Rehearsed	Translated	Publicized
Styled	Voiced	Wrote	Strategized

### ACTION VERBS: EDUCATION

<b>Instruction &amp; Curriculum</b>	<b>Communication &amp; Collaboration</b>	<b>Student Support &amp; Engagement</b>	<b>Program &amp; Classroom Management</b>
Adapted	Advocated	Advised	Organized
Assessed	Collaborated	Coached	Managed
Customized	Communicated	Counseled	Led
Designed	Coordinated	Encouraged	Scheduled
Developed	Engaged	Guided	Monitored
Educated	Explained	Inspired	Tracked
Facilitated	Participated	Listened	Planned
Implemented	Presented	Mentored	Directed
Instructed	Reported	Motivated	Evaluated
Taught	Shared	Supported	Standardized

## ACTION VERBS: HEALTH & WELLNESS

<b>Clinical &amp; Patient Care</b>	<b>Health Education &amp; Promotion</b>	<b>Administrative &amp; Program Support</b>	<b>Mental &amp; Emotional Wellness</b>
Administered	Coordinated	Collected	Addressed
Assessed	Created	Compiled	Advised
Cared	Customized	Documented	Advocated
Diagnosed	Delivered	Filed	Coached
Documented	Demonstrated	Maintained	Counseled
Evaluated	Designed	Managed	De-escalated
Examined	Developed	Operated	Educated
Managed	Engaged	Organized	Empowered
Monitored	Evaluated	Processed	Encouraged
Observed	Facilitated	Registered	Facilitated
Recorded	Implemented	Responded	Guided
Referred	Instructed	Scheduled	Listened
Rehabilitated	Led	Streamlined	Motivated
Supported	Presented	Tracked	Uplifted
Treated	Promoted	Updated	Validated

<b>Collaboration &amp; Communication</b>	<b>Public Health &amp; Wellness Initiatives</b>
Advised	Advocated
Advocated	Analyzed
Clarified	Coordinated
Collaborated	Designed
Communicated	Educated
Consulted	Implemented
Explained	Launched
Informed	Measured
Interpreted	Mobilized
Liaised	Outreached
Networked	Planned
Partnered	Promoted
Reached	Researched
Shared	Supported
Translated	Surveyed

## ACTION VERBS: HOSPITALITY

Customer Service & Experience	Communicated & Teamwork	Operations & Logistics	Event & Guest Services
Accommodated	Collaborated	Arranged	Planned
Anticipated	Advised	Coordinated	Hosted
Assisted	Communicated	Executed	Delivered
Greeted	Delegated	Maintained	Customized
Listened	Explained	Managed	Marketed
Provided	Facilitated	Operated	Handled
Resolved	Informed	Organized	Ensured
Responded	Presented	Prepared	Enhanced
Served	Promoted	Scheduled	Oversaw
Welcomed	Trained	Streamlined	Supervised

## ACTION VERBS: HUMANITIES & SOCIAL SCIENCES

<b>Critical Thinking &amp; Analysis</b>	<b>Communicated &amp; Writing</b>	<b>Research &amp; Inquiry</b>	<b>Collaboration &amp; Teamwork</b>
Analyzed	Articulated	Annotated	Advised
Assessed	Composed	Collected	Collaborated
Critiqued	Conveyed	Compiled	Contributed
Deconstructed	Drafted	Conducted	Coordinated
Evaluated	Edited	Cross-referenced	Facilitated
Examined	Explained	Documented	Mediated
Interpreted	Presented	Formulated	Participated
Investigated	Published	Researched	Partnered
Synthesized	Summarized	Reviewed	Reconciled
Theorized	Translated	Verified	Supported

  

<b>Leadership &amp; Initiative</b>	<b>Advocacy &amp; Outreach</b>	<b>Cultural &amp; Global Engagement</b>	<b>Program &amp; Curriculum Development</b>
Chaired	Advocated	Adapted	Customized
Delegated	Campaigned	Bridged	Designed
Directed	Educated	Celebrated	Developed
Initiated	Empowered	Compared	Enhanced
Led	Engaged	Connected	Evaluated
Mobilized	Informed	Explored	Implemented
Organized	Lobbied	Integrated	Innovated
Oversaw	Promoted	Interpreted	Restructured
Spearheaded	Reached out	Navigated	Structured
Supervised	Represented	Translated	Tailored

## ACTION VERBS: STEM

<b>Collaboration &amp; Communication</b>		<b>Scientific Research &amp; Analysis</b>		<b>Data &amp; Quantitative Skills</b>
Advised		Analyzed		Audited
Advocated		Assessed		Calculated
Collaborated		Evaluated		Charted
Communicated		Experimented		Compared
Contributed		Hypothesized		Computed
Documented		Identified		Correlated
Edited		Interpreted		Derived
Explained		Investigated		Estimated
Presented		Measured		Extracted
Proposed		Observed		Forecasted
Published		Quantified		Graphed
Reported		Researched		Modeled
Reviewed		Synthesized		Monitored
Summarized		Tested		Projected
Wrote		Validated		Visualized

<b>Innovation &amp; Problem-Solving</b>
Advanced
Developed
Devised
Diagnosed
Enhanced
Formulated
Generated
Improved
Initiated
Innovated
Reengineered
Refined
Resolved
Solved

<b>Technology &amp; programming</b>
Automated
Coded
Compiled
Configured
Debugged
Deployed
Developed
Engineered
Implemented
Integrated
Optimized
Programmed
Scripted
Simulated
Troubleshoot