



Education That Works For a Lifetime

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Action Phrases and Action Verbs

Describing your work experience isn't easy. To help, here is a list of Action Phrases and Action Verbs. They emphasize accomplishments and show employers that you know how to get results. Begin your job descriptions with an action verb or phrase: enlisted the support..., formed a committee..., sold, budgeted, improved, increased, maintained the client relationship.

Action Phrases

Designed, developed and delivered
Conducted needs analysis
Wrote course design documents
Managed development
Consulted with clients
Facilitated problem-solving meetings
Implemented solutions
Developed and implemented formatting
Developed and delivered
Revamped product training
Assessed employee and client training needs
Analyzed evaluation data
Designed and implemented
Followed special task force
Assisted special task force
Proctored and scored
Facilitated discussion
Reduced manufacturing plant's burden
Reduced material costs
Managed an eleven-person team
Negotiated over \$100,000
Coordinated strategic five-year plan
Created and implemented innovative approach
Developed new product
Oversaw and assigned duties
Interpreted and applied guidelines
Evaluated task control systems
Prepared annual financial statements
Recommended policy and procedure improvements

ACTION VERBS

As you prepare your resume, try to make your day-to-day activities come to life by using action verbs to discuss your job duties. The following list offers some suggestions.

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
correspond
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated

wrote

Research Skills

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

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
designed
developed
enabled
encouraged
evaluated
explained
facilitated
guided

informed
initiated
instructed
persuaded
set goals
stimulated
taught

Financial Skills

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

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
organized
originated
performed
planned
revitalized
shaped

Helping Skills

advised
advocated
assessed
assisted
clarified

coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Clerical or Detail Skills

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