

ACTION VERBS

Action verbs are used throughout your resume and cover letter to promote your achievements and provide a picture of your accomplishments and talents.

***Communication**

- Edited
- Explained
- Influenced
- Interpreted
- Listened
- Mediated
- Promoted
- Spoke
- Translated
- Wrote
- Communicated
- Presented
- Informed

***Teamwork**

- Aided
- Assisted
- Collaborated
- Communicated
- Connected
- Cooperated
- Educated
- Helped
- Informed
- Joined
- Linked
- Organized
- Persuaded
- Planned
- Presented
- Promoted
- Scheduled
- Supported

***Motivation/Initiative**

- Initiated
- Launched
- Introduced
- Inaugurated
- Inducted
- Installed
- Invested
- Originated
- Pioneered
- Indoctrinated
- Instated
- Enlightened
- Instructed

***Honesty/Integrity**

- Committed
- Entrusted
- Completed
- Delivered
- Executed
- Authorized
- Allotted

***Analytical**

- Analyzed
- Appraised
- Diagnosed
- Examined
- Executed
- Planned
- Proved
- Reasoned
- Recognized
- Validated
- Interpreted
- Contracted

***Leadership**

- Adapted
- Communicated
- Demonstrated
- Enabled
- Encouraged
- Evaluated
- Communicate
- Consulted
- Coordinated
- Delegated
- Directed
- Evaluated
- Led
- Negotiated
- Persuaded
- Planned
- Explained
- Instructed
- Planned
- Stimulated
- Supervised
- Spearheaded

***Flexibility/Adaptability**

- Adjusted
- Accommodated
- Acclimated
- Complied
- Modified
- Reconciled
- Remodeled
- Revised
- Tailored

Research

- Assessed
- Calculated
- Collected
- Diagnosed
- Evaluated
- Extrapolated
- Examined
- Interviewed
- Investigated
- Synthesized
- Researched

***Interpersonal**

- Advised
- Assisted
- Counseled
- Empathized
- Facilitated
- Guided
- Listened
- Motivated
- Represented
- Served
- Communicated
- Encouraged

Creative

- Designed
- Developed
- Established
- Illustrated
- Imagined
- Improvised
- Invented
- Performed
- Revitalized
- Visualized

***Detailed Oriented**

- Analyzed
- Catalogued
- Described
- Enumerated
- Exhibited
- Itemized
- Quoted
- Portrayed
- Produced
- Arranged
- Recited
- Recounted
- Delineated

Technical

- Adjusted
- Aligned
- Assembled
- Drafted
- Engineered
- Installed
- Observed
- Operated
- Programmed
- Repaired

Financial

- Accounted
- Administered
- Allocated
- Audited
- Balanced
- Budgeted
- Calculated
- Forecasted
- Invested
- Projected

Public Relations

- Conducted
- Consulted
- Informed
- Planned
- Presented
- Promoted
- Represented
- Responded

* From Job Outlook 2009 NACE Survey, National Association of Colleges and Employers

Sample Bullet Points

- Coordinate and implement seven major educational and social events annually
- Develop and publicize activities ranging from 20 to 2000 participants
- Monitor daily activities of residence hall to ensure overall safety and well-being of 250 residents
- Communicate ideas and proposals on a regular basis with faculty, staff and community organizations
- Confront peers behavioral misconduct and created judicial conduct reports
- Created various specialty coffees based upon customer requests
- Conducted sales in a fast-paced environment
- Promoted to Shift Manager within six months of hire
- Developed more efficient inventory management system
- Developed and implemented warehousing system that saved company more than \$500,000
- Completed 200 hours of classroom Kindergarten teaching
- Emphasized literacy through one-on-one work with students
- Created and implemented lesson plans
- Supervised 25 staff members in organizing, coordinating, and scheduling activities
- Managed daily camp operations in a camp with over 200 summer residents
- Oversaw activities of 200 campers including mentoring, and providing leadership
- Organized, created, and conducted fundraising, raising thousands of dollars for non-profit organizations
- Served as Head Counselor for Kindergarten/First Graders
- Selected to participate in international humanitarian service work in community projects for developing countries
- Traveled to Ghana, West Africa to assist in building the foundation for a school
- Worked in Kharkov, Ukraine with the Jewish Community on multiple refurbishment projects
- Interacted with local Ukrainian community youth, learning and exploring the culture
- Guided Inter-Cultural Awareness Committee in planning and setting up cultural learning programs on campus
- Led Social Action Committee in organizing, volunteering, and visiting nursing homes
- Created and led food drives resulting in the collection of hundreds of food items
- Managed office activities for organization with hundreds of members
- Organized several blood drives for The American Red Cross comprising over one hundred and fifty donors
- Radio apprentice on air for campus-wide radio program

Be Specific with Statements

Instead of... Experience working in fast-paced environment

Try... Registered 120+ third-shift emergency patients per night

Instead of... Excellent written communication skills

Try... Wrote jargon-free User Guide for 11,000 users

Instead of... Team player with cross-functional awareness

Try... Collaborated with clients and sales department to increase speed of receivables and prevent interruption of service

Instead of... Demonstrated success in analyzing client needs

Try... Created and implemented comprehensive needs assessment to help forecast demand for services and staffing