

Examples of Action Words for Your Resumé:

Abstracted	Enforced	Ordered
Achieved	Eliminated	Organized
Acquired	Empathized	Originated
Acted	Enlightened	Overcame
Adapted	Enlisted	Oversaw
Addressed	Ensured	Participated
Administered	Entertained	Perceived
Advertised	Established	Perfected
Advised	Estimated	Performed
Advocated	Evaluated	Persuaded
Aided	Examined	Planned
Allocated	Exceeded	Practiced
Analyzed	Excelled	Predicted
Answered	Expanded	Prepared
Anticipated	Expedited	Presented
Applied	Experimented	Prioritized
Appraised	Explained	Produced
Approved	Explored	Programmed
Arranged	Expressed	Projected
Ascertained	Extracted	Promoted
Assembled	Facilitate	Proposed
Assessed	Fashioned	Protected
Assisted	Financed	Proved
Assured	Fixed	Provided
Attained	Followed	Publicized
Audited	Formulated	Published
Augmented	Fostered	Purchased
Authored	Founded	Queried
Bolstered	Gained	Questioned
Briefed	Gathered	Raised
Brought	Gave	Ran
Budgeted	Generated	Ranked
Built	Governed	Rationalized
Calculated	Guided	Read
Cared	Handled	Reasoned
Charged	Headed	Recorded
Chartered	Helped	Received
Checked	Hosted	Reduced
Clarified	Identified	Referred
Classified	Illustrated	Related
Coached	Imagined	Relied
Collaborated	Implemented	Reported
Collected	Improved	Researched
Comforted	Improvised	Responded

Communicated	Inaugurated	Restored
Compared	Increased	Revamped
Completed	Indexed	Reviewed
Complied	Indicated	Scanned
Composed	Influenced	Scheduled
Computed	Initiated	Schemed
Conceived	Inspected	Screened
Conducted	Instituted	Served
Configured	Integrated	Set goals
Conserved	Interpreted	Shaped
Considered	Interviewed	Skilled
Consulted	Introduced	Solicited
Contracted	Invented	Solved
Contributed	Inventoried	Specialized
Converted	Investigated	Spoke
Cooperated	Judged	Stimulated
Coordinated	Kept	Strategized
Copied	Launched	Streamlined
Correlated	Learned	Strengthened
Counseled	Lectured	Stressed
Created	Led	Studied
Critiqued	Lifted	Substantiated
Cultivated	Listened	Succeeded
Dealt	Located	Supported
Debated	Logged	Summarized
Decided	Made	Synthesized
Defined	Maintained	Supervised
Delegated	Managed	Supported
Delivered	Manipulated	Surveyed
Designed	Mapped	Sustained
Detected	Mastered	Symbolized
Determined	Maximized	Tabulated
Developed	Mediated	Talked
Devised	Memorized	Taught
Diagnosed	Mentored	Theorized
Directed	Met	Trained
Discovered	Minimized	Translated
Discriminated	Modeled	Upgraded
Dispatched	Modified	Utilized
Displayed	Monitored	Validated
Dissected	Narrated	Verified
Documented	Negotiated	Visualized
Drafted	Observed	Won
Drove	Obtained	Wrote
Edited	Offered	
Enabled	Operated	

Active Words to Describe You and Your Skills:

Active	Energetic	Personable
Adaptable	Enterprising	Pleasant
Adaptive	Enthusiastic	Poised
Adept	Exceptional	Positive
Aggressive	Experienced	Practical
Analytical	Fair	Productive
Artful	Familiar	Receptive
Assertive	Firm	Reliable
Attentive	Forceful	Resilient
Broad-Minded	Fresh	Resourceful
Capable	Honest	Self-confident
Committed	Imaginative	Self-motivated
Competent	Independent	Self-reliant
Conscientious	Innovative	Sensitive
Cooperative	Instrumental	Sharp
Creative	Keen	Sincere
Dedicated	Leader	Strong
Dependable	Logical	Successful
Determined	Loyal	Tactful
Diligent	Managerial	Team player
Diplomatic	Mature	Technologically-savvy
Disciplined	Methodical	Tenacious
Discreet	Objective	Tough
Excited	Open minded	Well-organized
Effective	Original	Works well under deadlines
Efficient	Outgoing	
