

ACTION VERBS FOR THE RESUME - © Stanford University Office of Student Affairs, 2012

COMMUNICATION	CREATIVE	DETAIL	FINANCIAL
Aided Advised Arbitrated Clarified Co-authored Collaborated Consulted Coordinated Counseled Defined Enlisted Formulated Influenced Informed Inspired Interpreted Interviewed Mediated Merged Negotiated Promoted Publicized Recommended Represented Resolved Suggested	Abstracted Acted Adapted Composed Conceptualized Created Designed Developed Directed Drew Fashioned Generated Illustrated Imagined Improvised Integrated Innovated Painted Performed Planned Problem solved Shaped Synthesized Visualized Wrote	Analyzed Approved Arranged Classified Collated Compared Compiled Documented Enforced Followed through Met deadlines Prepared Processed Recorded Retrieved Set priorities Systemized Tabulated	Administered Allocated Analyzed Appraised Audited Budgeted Calculated Computed Developed Evaluated Figured Maintained Managed Performed Planned Projected

LEADERSHIP	MANUAL SKILLS	ORGANIZING	RESEARCH/ INVESTIGATION
Administered Chaired Convinced Directed Examined Executed Expanded Facilitated Improved Initiated Managed Oversaw Produced Recommended Reviewed Supervised	Arranged Assembled Bound Built Checked Classified Constructed Controlled Cut Designed Developed Drove Handled Installed Invented Maintained Monitored Operated Prepared Repaired Tested	Achieved Assigned Consulted Contracted Controlled Coordinated Decided Delegated Developed Established Evaluated Negotiated Organized Planned Prepared Prioritized Produced Recommended Reported	Calculated Cataloged Collected Computed Conducted Correlated Critiqued Diagnosed Discovered Examined Experimented Extrapolated Evaluated Gathered Identified Inspected Investigated Monitored Proved Reviewed Surveyed Tested

SERVICE	TEACHING	TECHNICAL
Advised Attended Cared Coached Coordinated Counseled Delivered Demonstrated Explained Furnished Generated Inspected Installed Issued Mentored Provided Purchased Referred Repaired Submitted	Adapted Advised Clarified Coached Developed Encouraged Evaluated Informed Inspired Motivated Participated Provided Represented Supported Taught Trained Verified	Assembled Built Calculated Computed Designed Engineered Fabricated Maintained Operated Programmed Remodeled Repaired Solved