

Resume Action Words for Experience Section

Crafting Accomplishment Statements

Use the list below to help you start your bullet statements under the experience section (s) of your resume. Start each bullet statement with a past tense action word. Complete it by including the following elements when it makes sense for that statement: Specific – Metrics – Time – Results.

Absorbed	Bolstered	Delegated	Excelled	Increased
Accelerated	Boosted	Demonstrated	Expanded	Influenced
Achieved	Budgeted	Designed	Experimented	Initiated
Adapted	Calculated	Detected	Explained	Innovated
Addressed	Classified	Determined	Financed	Inspected
Administered	Closed	Developed	Financed	Installed
Advanced	Coached	Devised	Forecasted	Instituted
Advised	Collaborated	Diagnosed	Formulated	Instructed
Analyzed	Collected	Directed	Formulated	Integrated
Announced	Communicated	Discovered	Fulfilled	Interpreted
Appraised	Compiled	Displayed	Gathered	Interviewed
Arranged	Comply	Earned	Generated	Invented
Assembled	Composed	Edited	Granted	Investigated
Assessed	Computed	Efficient	Grossed	Justified
Assigned	Conducted	Eliminated	Guided	Lectured
Assisted	Consolidated	Enforced	Handled	Listed
Attained	Constructed	Enhanced	Helped	Logged
Attracted	Consulted	Enriched	Hosted	Maintained
Audited	Coordinated	Established	Hypothesized	Managed
Balanced	Counseled	Estimated	Identified	Marketed
Bargained	Created	Evaluated	Illustrated	Measured
Beneficial	Critiqued	Examined	Implemented	Mediated
Benefited	Defined	Exceeded	Improved	Mentored

Modeled	Quantified	Scheduled	Uncovered
Monitored	Quoted	Screened	Unified
Motivated	Reacted	Secured	United
Multiplied	Received	Segmented	Updated
Negotiated	Recommended	Selected	Upgraded
Observed	Reconciled	Simplified	Utilized
Obtained	Recorded	Skilled	Validated
Operated	Recovered	Solved	Viewed
Ordered	Recruited	Sorted	Witnessed
Organized	Reduced	Streamlined	Worldwide
Oversaw	Referred	Strengthened	Wrote
Performed	Refine	Studied	
Persuaded	Refined	Summarized	
Photographed	Rehabilitated	Supervised	
Planned	Reinstated	Supplied	
Prepared	Rejected	Supported	
Presented	Repaired	Surveyed	
Printed	Reported	Sustained	
Processed	Represented	Taught	
Produced	Researched	Tested	
Programmed	Resolved	Trained	
Projected	Responded	Transcribed	
Promoted	Restored	Translated	
Proofread	Retained	Traveled	
Provided	Retrieved	Triumphed	
Publicized	Revamp	Troubleshoot	
Purchased	Reviewed	Tutored	
Qualified	Saved	Tutored	