

# ACTION VERBS FOR RESUMES

Listed below are common **Action Verbs** to use when writing resumes and examples of how to you may use them in your resume. These may also give you ideas on how to discuss your skills in a cover letter. These are just examples of some action verbs. To find additional examples go on-line and do a search of resume action verbs or ask staff in the Placement office for assistance.

Accelerated	<i>Accelerated</i> the rate of payback on company loans
Achieved	<i>Achieved</i> all goals ahead of schedule
Acted	<i>Acted</i> as Supervisor in absence of manager
Adapted	<i>Adapted</i> work schedules to meet the needs of special projects
Administered	<i>Administered</i> multiple projects at one time
Advised	<i>Advised</i> management on project procedures and expected outcomes
Arranged	<i>Arranged</i> for guest speakers and facilities for meetings
Assembled	<i>Assembled</i> parts for machines
Assessed	<i>Assessed</i> needs of each department
Assigned	<i>Assigned</i> work to staff members
Assisted	<i>Assisted</i> at front desk as needed
Attained	<i>Attained</i> award as best work unit in company
Audited	<i>Audited</i> annual report for all departments
Balanced	<i>Balanced</i> all cash registers at end of day
Budgeted	<i>Budgeted</i> for yearly increases in production costs
Built	<i>Built</i> up company inventory to meet product demand
Changed	<i>Changed</i> advertisements as needed
Checked	<i>Checked</i> all outgoing product lists for accuracy
Coached	<i>Coached</i> new staff on meeting work requirements
Collected	<i>Collected</i> data on all business contacts
Collaborated	<i>Collaborated</i> with all company departments on special projects
Compared	<i>Compared</i> statistics of customers served on a yearly basis
Compiled	<i>Compiled</i> list of contacts for company database
Completed	<i>Completed</i> all work assignments in a timely manner
Composed	<i>Composed</i> articles for company newsletter
Computed	<i>Computed</i> yearly sales projections
Constructed	<i>Constructed</i> wall units to meet precise requirements
Coordinated	<i>Coordinated</i> all customer service projects
Created	<i>Created</i> sales brochures and other company literature
Cut	<i>Cut</i> wood into predetermined patterns for furniture construction
Decreased	<i>Decreased</i> overhead by 10% in 2004
Delegated	<i>Delegated</i> work activities to appropriate staff
Delivered	<i>Delivered</i> product to customers in a timely manner
Demonstrated	<i>Demonstrated</i> product to potential customers
Designed	<i>Designed</i> computer network to meet the needs of customers
Developed	<i>Developed</i> new data tracking systems

Devised	<i>Devised</i> filing system to better meet data retrieval needs
Diagnosed	<i>Diagnosed</i> computer software viruses
Directed	<i>Directed</i> development of new products
Distributed	<i>Distributed</i> appropriate work manuals to work departments
Documented	<i>Documented</i> all customer contacts for database
Drove	<i>Drove</i> forklift to move pallets in factory and storage areas
Edited	<i>Edited</i> all forms and data for accuracy and content
Eliminated	<i>Eliminated</i> inaccuracies in reporting system
Enacted	<i>Enacted</i> new program ideas to benefit customers
Established	<i>Established</i> new accounting system
Estimated	<i>Estimated</i> cost savings of operating new computer system
Evaluated	<i>Evaluated</i> data collection systems for purchase decision
Exceeded	<i>Exceeded</i> projected sales outcomes by 20%
Expanded	<b>Expanded</b> services to other state agencies
Fabricated	<i>Fabricated windows per blueprint specifications</i>
Facilitated	<i>Facilitated</i> meetings of all company departments
Filled	<i>Filled</i> in where needed to support delivery of services
Fixed	<i>Fixed</i> network systems and repaired servers
Formulated	<i>Formulated</i> new accounting systems
Gathered	<i>Gathered</i> data and documentation for advisory meetings
Generated	<i>Generated</i> all reports for department
Guided	<i>Guided</i> staff through changes in procedures
Halted	<i>Halted</i> losses in production time
Headed	<i>Headed</i> task force to hire new support staff
Hired	<i>Hired</i> new production and office staff
Implemented	<i>Implemented</i> new accounting systems which saved 10% in overruns
Improved	<i>Improved</i> customer satisfaction rating by 20% in one year
Increased	<i>Increased</i> sales to out of state companies
Initiated	<i>Initiated</i> new cost-effective packaging system
Inspected	<i>Inspected</i> all products before final packaging
Instructed	<i>Instructed</i> new staff on reporting systems
Interviewed	<i>Interviewed</i> to fill staff positions
Introduced	<i>Introduced</i> new computer systems to customers
Inventoried	<i>Inventoried</i> all product in warehouse
Judged	<i>Judged</i> if new marketing plans were complete and ready for presentation
Launched	<i>Launched</i> new product research and development
Learned	<i>Learned</i> all aspects of computer operating systems
Led	<i>Led</i> group in implementing new accounting system
Located	<i>Located</i> products for shipment to customers
Logged	<i>Logged</i> forest areas using state of the art logging equipment

Maintained	<b>Maintained</b> all customer listings and sales on database
Managed	<b>Managed</b> all company inventory systems
Manufactured	<b>Manufactured</b> drill bits using fabricating machines
Marketed	<b>Marketed</b> products to customers in specific sales region
Measured	<b>Measured</b> all components before assembling manufacturing products
Modified	<b>Modified</b> new accounting and computer system to meet company needs
Monitored	<b>Monitored</b> shipment records and customer satisfaction
Motivated	<b>Motivated</b> staff to meet required deadlines
Negotiated	<b>Negotiated</b> contracts with new program accounts
Obtained	<b>Obtained</b> sales leads through contacts with other businesses
Operated	<b>Operated</b> drill press machine in the manufacture of specific components
Ordered	<b>Ordered</b> all supplies after monitoring inventory
Organized	<b>Organized</b> products for ease of shipment
Oversaw	<b>Oversaw</b> two staff in the shipping department
Planned	<b>Planned</b> sales and marketing campaign
Predicted	<b>Predicted</b> sales outcomes for all products
Prepared	<b>Prepared</b> minutes and reports for all board meetings
Presented	<b>Presented</b> information on programs to community groups
Processed	<b>Processed</b> payroll and reconciled accounts
Procured	<b>Procured</b> bids from providers of manufacturing parts
Produced	<b>Produced</b> electronic reports to send to staff
Programmed	<b>Programmed</b> computers with new operating system
Projected	<b>Projected</b> inventory needs for the next fiscal year
Proposed	<b>Proposed</b> new reporting and tracking systems to supervisors
Provided	<b>Provided</b> sales reports and sales leads for tracking purposes
Purchased	<b>Purchased</b> new office equipment through established bid process
Received	<b>Received</b> payments from customers and gave receipts
Recommended	<b>Recommended</b> operating systems to management
Reconciled	<b>Reconciled</b> all daily transactions and deposits
Reinforced	<b>Reinforced</b> training requirements with all staff
Recorded	<b>Recorded</b> all customer data and managed system reports
Recruited	<b>Recruited</b> and hired all new staff
Reorganized	<b>Reorganized</b> customer tracking system to better meet needs of department
Reported	<b>Reported</b> sales projections and new prospects on monthly report
Represented	<b>Represented</b> company at meetings and community events
Researched	<b>Researched</b> new accounting systems and presented to staff
Restructured	<b>Restructured</b> all files, data systems, and reports
Reviewed	<b>Reviewed</b> all sales reports for accuracy and appropriate data collection
Scheduled	<b>Scheduled</b> sales meetings and presentations to customers
Screened	<b>Screened</b> customer calls for supervisor
Selected	<b>Selected</b> office products for purchase and to meet staff needs
Served	<b>Served</b> on student government committees while attending college
Set up	<b>Set up</b> all accounting systems including payroll

Solved	<i>Solved</i> product tracking issues to assure timely delivery
Sorted	<i>Sorted</i> products in warehouse prior to shipment
Started	<i>Started</i> a new tracking system to better follow shipments of product
Streamlined	<i>Streamlined</i> all reporting and budgeting systems for ease of access
Sought	<i>Sought</i> bids from vendors on office equipment
Supervised	<i>Supervised</i> ten staff in two departments
Taught	<i>Taught</i> computer systems and operations to all staff
Tested	<i>Tested</i> products to assure they were ready for customer
Tracked	<i>Tracked</i> all incoming and outgoing material on loading dock
Trained	<i>Trained</i> customers on products they had purchased
Trimmed	<i>Trimmed</i> trees and assured safety measures were followed
Updated	<i>Updated</i> all statistics and customer data in a timely and efficient manner
Upgraded	<i>Upgraded</i> to new operating systems after analysis of needs and products
Utilized	<i>Utilized</i> marketing systems to increase sales and territory
Validated	<i>Validated</i> that all reports were accurate and complete
Verified	<i>Verified</i> customer concerns and initiated repair of vehicles
Widened	<i>Widened</i> profit margin by 15% in first year
Worked	<i>Worked</i> as a team member and sought input from other staff
Wrote	<i>Wrote</i> training manuals and presented sessions to customers