

Action Words

Accepted	Composed	Dramatized	Grouped	Listed	Prepared
Achieved	Computed	Drew	Guided	Located	Prescribed
Acted	Conceived				Presented
Adapted	Conceptualized	Earned	Handled	Made	Presided
Addressed	Conducted	Edited	Headed	Maintained	Prioritized
Adjusted	Configured	Effected	Hired	Managed	Produced
Administered	Confronted	Empowered	Hosted	Mapped	Programmed
Advised	Consolidated	Encouraged		Marked	Projected
Allocated	Constructed	Enforced	Identified	Marketed	Promoted
Altered	Consulted	Engineered	Illustrated	Mastered	Proofread
Analyzed	Contracted	Enlarged	Imagined	Measured	Proposed
Anticipated	Contrasted	Enforced	Implemented	Mediated	Protected
Appraised	Controlled	Enhanced	Improved	Modelled	Provided
Approved	Converted	Engineered	Improvised	Moderated	Publicized
Arbitrated	Corrected	Enlarged	Incorporated	Modernized	Published
Arranged	Corresponded	Enlightened	Increased	Modified	Purchased
Assembled	Counseled	Enlisted	Indexed	Moulded	
Assessed	Created	Ensured	Informed	Monitored	Questioned
Assigned	Critiqued	Established	Initiated	Motivated	
Assisted		Estimated	Innovated		Raised
Audited	Decided	Evaluated	Inspected	Narrated	Received
	Decreased	Examined	Inspired	Navigated	Recognized
Balanced	Defined	Executed	Installed	Negotiated	Recommended
Broadened	Delegated	Expanded	Instituted	Nominated	Reconciled
Budgeted	Delivered	Expedited	Instructed		Recorded
Built	Demonstrated	Experienced	Integrated	Observed	Recruited
	Described	Experimented	Interpreted	Obtained	Rectified
Calculated	Designed	Explained	Interviewed	Operated	Redesigned
Calibrated	Detailed	Expressed	Introduced	Ordered	Reduced
Catalogued	Determined		Invented	Originated	Referred
Categorized	Developed	Fabricated	Investigated	Organized	Refined
Chaired	Devised	Facilitated	Itemized	Oriented	Rehabilitated
Checked	Diagnosed	Financed		Overcame	Rendered
Clarified	Directed	Finalized	Justified		Reorganized
Classified	Discovered	Fixed		Participated	Repaired
Co-ordinate	Dispensed	Forecasted	Keynoted	Perceived	Reported
Coached	Displayed	Formed		Performed	Represented
Collected	Dissected	Formulated	Launched	Persuaded	Researched
Combined	Distributed	Founded	Led	Piloted	Resolved
Communicated	Documented		Learned	Pioneered	Restored
Compared	Doubled	Generated	Lectured	Planned	Restructured
Compiled	Drafted	Governed	Liaised	Predicted	Retrieved

UFW Career Centre
Work Study **grow your career** Career Services
job skills green limb branch out nurture bloom networking experience blossom opportunity education
puruse Co-op harvest rooted flourish seeds reap sustainability knowledge sprouted budding professional growth
cultivate potential planted soil learn position studies develop
sow resource



Reviewed	Serviced	Specified	Tailored	Trained	Upgraded
Revised	Served	Spoke	Talked	Travelled	Utilized
Revitalized	Shaped	Started	Taught	Treated	
	Shared	Streamlined	Tended	Trimmed	Validated
Saved	Simplified	Strengthened	Tested	Troubleshoot	Verified
Scheduled	Sketched	Succeeded	Traced	Tutored	
Screened	Sold	Summarized	Trained		Weighed
Searched	Solved	Supervised	Transcribed	Uncovered	Welded
Secured	Sorted	Supplied	Transformed	Unified	Widened
Selected	Sparked	Systematized	Translated	Updated	Wrote
Separated					

Why use action words?

Use action words and value statements to create accomplishment statements, which highlight your experience, responsibilities and how you can be of value to the employer. Action words can be a powerful way to maximize the impact of your statements and provide employers with more information about your abilities.

Top HR executives look for accomplishment statements throughout your resume. They know or can easily look up the job description of the position and don't want to see them stated throughout your resume. Tell employers how well you did at certain tasks, what you contributed to the organization rather than what duties you performed on a day-to-day basis.

Action Statement Example

Customer Service Representative

May 2006- June 2007

McDonalds Restaurant

- Communicated effectively with customers and co-workers regarding food orders
- Trained a team of four new employees to handle stressful situations in a busy work environment
- Promoted special menu options to increase sales of selected items
- Maintained an organized and clean work environment to ensure health and safety standards were met

Notes: