



Campus Life Building · Room 220 · DeKalb, Illinois 60115 · (815) 753-1641
niu.edu/CareerServices · careerservices@niu.edu · facebook.com/NIUCareerServices

Action Words for Resumes

When employers read resumes they look for words that precisely describe the writers' accomplishments, because accomplishments predict potential. Avoid generalizations or overview statements. For example, "Assisted faculty with a wide variety of duties" is vague. "Researched labor law reports; graded papers for 50 junior level finance students; developed Visual Basic Software programs for classroom use" is specific. "Responsible for providing services for students with disabilities" is vague. "Recorded text books, coordinated campus orientations and tours, and acted as sight guide for visually impaired university students" is specific. Here are a sampling of action words.

- | | | | | | | |
|--------------|----------------|--------------|----------------|--------------|---------------|--------------|
| achieved | collaborated | diagnosed | founded | maintained | purchased | simplified |
| acquired | collected | directed | furnished | managed | qualified | simulated |
| acted | combined | dispensed | furthered | manipulated | received | sold |
| adapted | communicated | displayed | gathered | marketed | recommended | solicited |
| addressed | compared | distributed | generated | measured | reconciled | solved |
| adjusted | compiled | drafted | guided | mediated | recorded | spearheaded |
| administered | completed | drew | handled | merged | recruited | specialized |
| advertised | composed | earned | headed | modeled | rectified | specified |
| advised | computed | edited | helped | moderated | redesigned | spoke |
| advocated | conceived | educated | hired | modified | reduced | standardized |
| aided | conceptualized | elicited | hosted | monitored | referred | stimulated |
| allocated | condensed | eliminated | identified | motivated | refined | streamlined |
| analyzed | conducted | emphasized | illustrated | negotiated | registered | strengthened |
| answered | conferred | enabled | implemented | observed | regulated | structured |
| applied | conserved | encouraged | improved | obtained | rehabilitated | studied |
| appointed | consolidated | enforced | incorporated | opened | reinforced | submitted |
| appraised | constructed | engineered | increased | operated | remodeled | succeeded |
| approached | consulted | enhanced | individualized | ordered | rendered | suggested |
| approved | contacted | enlarged | influenced | organized | reorganized | summarized |
| arbitrated | contracted | enlisted | informed | originated | repaired | supervised |
| arranged | contributed | ensured | initiated | outlined | replaced | supplied |
| articulated | controlled | entered | inspected | overhauled | reported | supported |
| assembled | converted | entertained | installed | oversaw | researched | surpassed |
| assessed | conveyed | established | instilled | participated | represented | surveyed |
| assigned | convinced | estimated | instituted | performed | reserved | synthesized |
| assisted | cooperated | evaluated | instructed | persuaded | resolved | systematized |
| attained | coordinated | examined | insured | planned | responded | taught |
| audited | corrected | exceeded | integrated | photographed | restored | terminated |
| authored | corresponded | executed | interacted | prepared | retrieved | tested |
| authorized | counseled | exhibited | interpreted | prescribed | revamped | trained |
| awarded | created | expanded | intervened | presented | reviewed | transformed |
| balanced | critiqued | expedited | introduced | presided | revised | translated |
| began | customized | experienced | invented | prevented | revitalized | transmitted |
| briefed | debated | experimented | investigated | printed | routed | transported |
| budgeted | debugged | explained | involved | prioritized | scanned | tutored |
| built | decided | explored | joined | processed | scheduled | updated |
| calculated | decreased | extracted | judged | produced | screened | upgraded |
| cared for | defined | facilitated | launched | programmed | searched | utilized |
| cataloged | delegated | familiarized | led | projected | secured | validated |
| categorized | delivered | fashioned | located | promoted | selected | verified |
| chaired | demonstrated | filed | logged | proposed | served | volunteered |
| charted | designed | focused | launched | protected | serviced | won |
| clarified | detailed | forecasted | located | proved | set goals | wrote |
| classified | detected | formed | logged | provided | set up | |
| closed | determined | formulated | | publicized | settled | |
| coached | developed | | | | | |