

Compiled by the Career Development & Counseling Center • Founders Hall, Room 121 100 Training Hill Road, Middletown, CT 06457 • Ph: (860) 343-5826

Action Phrases and Action Verbs

Describing your work experience isn't easy. To help, here is a list of Action Phrases and Action Verbs. They emphasize accomplishments and show employers that you know how to get results. Begin your job descriptions with an action verb or phrase: enlisted the support..., formed a committee..., sold, budgeted, improved, increased, maintained the client relationship.

Action Phrases

Designed, developed and delivered

Conducted needs analysis

Wrote course design documents

Managed development

Consulted with clients

Facilitated problem-solving meetings

Implemented solutions

Developed and implemented formatting

Developed and delivered

Revamped product training

Assessed employee and client training needs

Analyzed evaluation data

Designed and implemented

Followed special task force

Assisted special task force

Proctored and scored

Facilitated discussion

Reduced manufacturing plant's burden

Reduced material costs

Managed an eleven-person team

Negotiated over \$100,000

Coordinated strategic five-year plan

Created and implemented innovative approach

Developed new product

Oversaw and assigned duties

Interpreted and applied guidelines

Evaluated task control systems

Prepared annual financial statements

ACTION VERBS

As you prepare your resume, try to make your day-to-day activities come to life by using action verbs to discuss your job duties. The following list offers some suggestions.

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Management Skills	translated	facilitated	assessed
administered	wrote	guided	assisted
analyzed		informed	clarified
assigned	Research Skills	initiated	coached
attained	clarified collected	instructed	counseled
chaired	critiqued	persuaded	demonstrated
contracted	diagnosed	set goals	diagnosed
consolidated	evaluated	stimulated	educated
coordinated	examined	taught	expedited
delegated	extracted	8	facilitated
developed	identified	Financial Skills	familiarized
directed	inspected	administered	guided
evaluated	interpreted	allocated	referred
executed	interviewed	analyzed	rehabilitated
improved	investigated	appraised	represented
increased	organized	audited	•
organized	reviewed	balanced	Clerical or Detail
oversaw	summarized	budgeted	Skills
planned	surveyed	calculated	approved
prioritized	systematized	computed	arranged
produced	,	developed	catalogued
recommended	Technical Skills	forecast	classified
reviewed	assembled	managed	collected
scheduled	built	marketed	compiled
strengthened	calculated	planned	dispatched
supervised	computed	projected	executed
1	designed	researched	generated
Communication	devised		implemented
Skills	engineered	Creative Skills	inspected
addressed	fabricated	acted	monitored
arbitrated	maintained	conceptualized	operated
arranged	operated	created	organized
authored	overhauled	designed	prepared
correspond	programmed	developed	processed
developed	remodeled	directed	purchased
directed	repaired	established	recorded
drafted	solved	fashioned	retrieved
edited	trained	founded	screened
enlisted	upgraded	illustrated	specified
formulated		instituted	systematized
influenced	Teaching Skills	integrated	tabulated
interpreted	adapted	introduced	validated
lectured	advised	invented	
mediated	clarified	organized	
moderated	coached	originated	
motivated	communicated	performed	
negotiated	coordinated	planned	
persuaded	designed	revitalized	
promoted	developed	shaped	
publicized	enabled	-	
reconciled	encouraged	Helping Skills	
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advised

advocated

evaluated

explained

recruited

spoke