
RESOURCE #1—ACTION VERBS FOR USE IN RÉSUMÉS

Below is a list of “action” verbs that indicate to a prospective internship supervisor (or employer) that you are a person who gets things done. Also, using a variety of these verbs in your résumé demonstrates diverse skills, knowledge and abilities.

Go through this list and circle those that you want to include in your résumé. Pay particular attention to verbs that are critical to success in your area of specialization. You may also want to add some verbs of your own.

Accomplished	Counseled	Installed	Provided
Achieved	Created	Instigated	Published
Adapted	Decreased	Instituted	Purchased
Administered	Delivered	Instructed	Recommended
Advanced	Demonstrated	Integrated	Redesigned
Advocated	Designed	Interpreted	Reduced
Advised	Determined	Interviewed	Reorganized
Analyzed	Developed	Introduced	Represented
Applied	Directed	Inventoried	Researched
Appointed	Discovered	Investigated	Resolved
Arranged	Distributed	Launched	Restored
Assessed	Documented	Led	Restructured
Assigned	Edited	Located	Reviewed
Assisted	Educated	Maintained	Revised
Authored	Eliminated	Managed	Saved
Broadened	Employed	Marketed	Scheduled
Built	Enforced	Modified	Secured
Centralized	Established	Monitored	Selected
Charted	Evaluated	Negotiated	Served
Clarified	Expanded	Obtained	Sold
Coached	Expedited	Operated	Solved
Collaborated	Formed	Ordered	Specified
Collected	Founded	Organized	Strengthened
Completed	Fulfilled	Participated	Structured
Composed	Generated	Performed	Studied
Conceived	Guided	Planned	Suggested
Conceptualized	Handled	Prepared	Supervised
Conducted	Hired	Presented	Taught
Conserved	Identified	Processed	Tested
Consulted	Implemented	Procured	Trained
Contracted	Improved	Produced	Undertook
Contributed	Increased	Programmed	Utilized
Controlled	Influenced	Promoted	Won
Coordinated	Initiated	Proposed	Wrote
