



The benefit of **ACTION VERBS** is adding more power to your resume's punch! Begin bullet points in the summary and position description with these types of words.

- achieved
- accomplished
- adhered
- administered
- arranged
- assembled
- assisted
- balanced
- calculated
- cleaned
- collaborated
- communicated
- completed
- computed
- controlled
- coordinated
- created
- demonstrated
- designed
- developed
- directed
- distributed
- ensured
- executed
- followed
- formulated
- fulfilled
- increased
- implemented
- improved
- influenced
- Inspected
- interpreted
- maintained
- modified
- monitored
- motivated
- negotiated
- obtained
- offered
- operated
- organized
- oversaw
- participated
- performed
- persuaded
- planned
- prepared
- prioritized
- promoted
- produced
- provided
- recognized
- reconciled
- resolved
- responded
- repaired
- replenished
- reviewed
- selected
- served
- streamlined
- supported
- supervised
- trained
- utilized

REMEMBER – the word's tense needs to match the situation. These words are all in PAST tense. If it is a current job or a description of you that will never change, it should be present tense.

Example: Offers a warm presence and a friendly approach to customer service.