

## ACTION WORDS

### What are action words?

Action words are used on resumes to describe the skills you have used on the job, at school and in life that are relevant to the job you are applying to.

### When should they be used?

Action words should be used at the beginning of each job duty description (chronological resume) or each skill description (functional or combined resume).

### Why use them?

Action words help keep job duty and skill description short and to the point. This makes your resume easier to read and more memorable for the employer.

#### Clerical Skills

Approved  
Arranged  
Catalogued  
Collected  
Compiled  
Executed  
Generated  
Implemented  
Inspected  
Monitored  
Organized  
Processed  
Purchased  
Recorded  
Retrieved  
Sent  
Typed

#### Service Skills

Advised  
Answered  
Assisted  
Cleaned  
Greeted  
Maintained  
Prepared  
Prepared  
Received  
Served  
Promoted  
Delivered  
Washed  
Organized  
Explained  
Showed  
Sold

#### Physical Skills

Applied  
Assembled  
Checked  
Constructed  
Cultivated  
Cut  
Drilled  
Excavated  
Operated  
Operated  
Rebuilt  
Erected  
Installed  
Renovated  
Repaired  
Loaded  
Measured

#### Helping Skills

Assessed  
Assisted  
Clarified  
Counselled  
Demonstrated  
Supported  
Diagnosed  
Educated  
Empathized  
Facilitated  
Guided  
Listened  
Mediated  
Resolved  
Referred  
Advocated  
Expedited

#### Financial Skills

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Planned  
Projected  
Researched  
Tabulated

#### Creative Skills

Acted  
Conceptualized  
Created  
Customized  
Designed  
Designed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Revitalized

#### Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Demystified  
Developed  
Enabled  
Empowered  
Encouraged  
Evaluated  
Explained  
Facilitated  
Instructed  
Set goals  
Stimulated  
Trained

#### Research Skills

Assessed  
Clarified  
Collected  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Researched  
Summarized  
Surveyed  
Systematized



Need more resume help? Phone us at 604-271-7600.