

ACTION VERBS

Keep In Mind:

- Employers first read action verbs, so lead with stronger phrases.
- Ensure that your verb tenses match the dates of your experience (Tip: for the present tense avoid passive verbs ending in “-ing”).
- Always use past tense unless the experience is current or ongoing.
- Avoid repeating verbs if possible.
- Emphasize results and achievements.

Action verbs are an essential addition to your resume and highlight your key responsibilities and achievements within a position. Consider the following experience description example:

Unity Talent Show, *Lead Organizer*

- Coordinated planning of campus-wide event attracting 500-600 people annually
- Promoted the event in the local media and directly to students with flyers at student organization meetings
- Financed the event by soliciting local businesses for donations, acquiring funding from the University, and administering fund-raising projects
- Maintained a strict budget of \$3,000 for the event

Tip: This individual used a variety of action verbs (coordinated, marketed, financed, maintained), emphasized leadership and quantified information to show achievement within a past experience.

To best use this handout when writing the descriptions of your experiences, review the list of action verbs and ask yourself: ***Did I (insert action verb) within that experience?***

More Help:

Visit Liberal Arts Career Services in FAC 18 during resume and cover letter walk-in hours or call 512-471-7900 to schedule an appointment. Online assistance is available at utexas.edu/cola/lacs/services/coaching/resumes

Achieve	Contribute	Founded	Obtain	Regulate
Acquire	Control	Fulfill	Operate	Reinforce
Adapt	Convert	Generate	Order	Report
Administer	Coordinate	Guide	Organize	Represent
Advise	Correct	Handle	Outline	Research
Advocate	Counsel	Head	Participate	Restore
Allocate	Critique	Hire	Perform	Retrieve
Analyze	Define	Identify	Persuade	Review
Answer	Delegate	Illustrate	Pioneer	Revise
Apply	Deliver	Implement	Plan	Reward
Appraise	Demonstrate	Improve	Prepare	Route
Approve	Design	Increase	Present	Schedule
Arrange	Designate	Initiate	Prioritize	Secure
Assemble	Determine	Inspect	Process	Select
Assess	Develop	Install	Outline	Simplify
Assign	Devise	Institute	Participate	Solve
Attain	Diagnose	Instruct	Perform	Sponsor
Audit	Direct	Integrate	Outline	Standardize
Author	Discover	Interact	Participate	Streamline
Authorize	Dispense	Interview	Perform	Strengthen
Brief	Distribute	Introduce	Persuade	Study
Broaden	Document	Invent	Pioneer	Succeed
Budget	Double	Invest	Plan	Suggest
Build	Draft	Investigate	Prepare	Summarize
Calculate	Earn	Join	Present	Supervise
Catalogue	Edit	Launch	Prioritize	Support
Categorize	Elaborate	Lead	Process	Survey
Chair	Eliminate	Lecture	Produce	Sustain
Clarify	Employ	Liquidate	Program	Tabulate
Classify	Encourage	Listen	Project	Tailor
Coach	Enforce	Lobby	Promote	Teach
Code	Engineer	Locate	Proofread	Test
Collaborate	Establish	Log	Propose	Testify
Collect	Estimate	Maintain	Protect	Trade
Combine	Examine	Manage	Prove	Train
Communicate	Exceed	Manufacture	Provide	Transcribe
Compile	Execute	Market	Publicize	Transform
Complete	Exercise	Maximize	Publish	Translate
Compose	Expand	Measure	Purchase	Troubleshoot
Compute	Expedite	Mediate	Quadruple	Tutor
Conceive	Explain	Mentor	Qualify	Unite
Conceptualize	Explore	Merge	Quantify	Update
Conclude	Extend	Minimize	Realize	Utilize
Condense	Facilitate	Moderate	Receive	Validate
Conduct	Finance	Modify	Recommend	Verify
Connect	Focus	Monitor	Record	Volunteer
Consolidate	Forecast	Motivate	Recruit	Win
Construct	Form	Negotiate	Rectify	Write
Consult	Formulate	Net	Reduce	
Contact	Foster	Observe	Refer	

CRAFTING RESUME BULLETS

Review the examples below to learn how to craft bullet points. Use the clarifying questions to make your bullet points more specific bringing out different skills that you may have acquired through your experiences.

BEFORE	CLARIFYING QUESTIONS	AFTER	WHAT IT SHOWS EMPLOYERS
Tutored high school for the SAT	<ul style="list-style-type: none"> • Number of students? • The look of your tutoring sessions? • Individuals or groups? • What were your instructional methods? 	<p>Created and implemented A SAT preparation program for high school students, including diagnostic examination, instructional sessions and program testing, leading to an average score improvement of 75 points</p>	<ul style="list-style-type: none"> • Ingenuity and creativity • Analytical thought process • Initiative • Results oriented
Provided customer service	<ul style="list-style-type: none"> • Specific methods of providing service? • Environment? • Number of people serviced? • What set you apart from other staff? • Did people specifically ask for you? • Any recognition for your work? 	<p>Worked as team member in fast-paced restaurant to quickly and efficiently serve hundreds of customers during lunch hour in financial district of New York</p>	<ul style="list-style-type: none"> • Multitasking • Energetic • Ability to manage specific clientele • Effective communication • Professionalism
Proofread articles and attended meetings	<ul style="list-style-type: none"> • What kind of articles? • How many articles? • Did you have to meet deadlines? • Individually or within a team? • What were the meetings regarding? 	<p>Edited all news articles while consistently meeting deadlines for The Daily Texan, a student produced campus newspaper and attended weekly meetings with 5 columnists to discuss creative ideas and topics for editorial columns</p>	<ul style="list-style-type: none"> • Leadership skills • Team works • Creative thought • Meeting deadlines
Conducted research in psychology lab	<ul style="list-style-type: none"> • What kind of research? • What were your research methods? • Significance and findings of this research? • How many people working together? • Purpose of experiments? • Did you present the findings? 	<p>Assisted three-person research group in developing experiments, including conducting interviews and analyzing data using SAS and SPSS software; presented results at annual conference</p>	<ul style="list-style-type: none"> • Teamwork • Types of research tasks and methods • Specific software knowledge • Transform research into a deliverable • Work recognized by others in your field
Camp counselor for high school students during the summer	<ul style="list-style-type: none"> • What kind of camp was it? • How many campers? • Were you the primary counselor? • Any challenging situations you had to deal with? How were those resolved? • Scope of your duties? 	<p>Supervised the well-being of 12 girls aged 14-17 years at an academic summer camp for intellectually gifted high school students, serving as a counselor, mentor and conflict resolution specialist</p>	<ul style="list-style-type: none"> • Responsibility and trustworthiness • Leadership experience • Problem solving and conflict resolution • Effective communication
Managed cold calling and telephone sales	<ul style="list-style-type: none"> • What product were you selling? • Who was the target customer? • How many sales did you bring in? • Was your performance recognized? 	<p>Awarded “Sales Representative of the Quarter” out of 40 employees for exceeding sales by 75% for the paper company through cold calling and follow-up calls to customers</p>	<ul style="list-style-type: none"> • Strong interpersonal skills • Results oriented • Recognized by team members
Encouraged student participation in campus organization	<ul style="list-style-type: none"> • What kind of organization? • What methods did you use to encourage students? • Who devised the plans? • What was the result? 	<p>Developed and implemented marketing strategies such as food drives, free film screenings and local music concerts for the Music and Film Committee resulting in an increase in member participation by 85%</p>	<ul style="list-style-type: none"> • Leadership skills • Creative marketing strategies • Achieving results • Dedication

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