

## Resume Action Verbs & Keywords

If your resume is scanned electronically by a potential employer, the computer scanner will pick up on these keywords. Electronic resume scanners are programmed to look for key terms in your resume. Without them, your resume could be discarded. Use the below as a starting point, however we recommend to read the job posting closely. The verbs they are looking for will usually be included in the posting.

### A

accelerated, acclimated, accompanied, accomplished, achieved, acquired, acted, activated, actuated, adapted, added, addressed, adhered, adjusted, administered, admitted, adopted, advanced, advertised, advised, advocated, aided, aired, affected, allocated, altered, amended, amplified, analyzed, answered, anticipated, appointed, appraised, approached, approved, arbitrated, arranged, ascertained, asked, assembled, assigned, assumed, assessed, assisted, attained, attracted, audited, augmented, authored, authorized, automated, awarded, avail

### B

balanced, bargained, borrowed, bought, broadened, budgeted, built

### C

calculated, canvassed, capitalized, captured, carried, out, cast, cataloged, centralized, challenged, chaired, changed, channeled, charted, checked, chose, circulated, clarified, classified, cleared, closed, co-authored, cold, called, collaborated, collected, combined, commissioned, committed, communicated, compared, compiled, complied, completed, composed, computed, conceived, conceptualized, concluded, condensed, conducted, conferred, consolidated, constructed, consulted, contracted, contrasted, contributed, contrived, controlled, converted, convinced, coordinated, corrected, corresponded, counseled, counted, created, critiqued, cultivated

### D

debugged, decided, decentralized, decreased, deferred, defined, delegated, delivered, demonstrated, depreciated, described, designated, designed, determined, developed, devised, devoted, diagrammed, directed, disclosed, discounted, discovered, dispatched, displayed, dissembled, distinguished, distributed, diversified, divested, documented, doubled, drafted

### E

earned, eased, edited, effected, elected, eliminated, employed, enabled, encouraged, endorsed, enforced, engaged, engineered, enhanced, enlarged, enriched, entered, entertained, established, estimated, evaluated, examined, exceeded, exchanged, executed, exempted, exercised, expanded, expedited, explained, exposed, extended, extracted, extrapolated

### F

facilitated, familiarized, fashioned, fielded, figured, financed, fit, focused, forecasted, formalized, formed, formulated, fortified, found, founded, framed, fulfilled, functioned, furnished,

### G

gained, gathered, gauged, gave, generated, governed, graded, granted, greeted, grouped, guided

**H**

handled, headed, hired, hosted

**I**

identified, illustrated, illuminated, implemented, improved, improvised, inaugurated, indoctrinated, increased, incurred, induced, influenced, informed, initiated, innovated, inquired, inspected, inspired, installed, instigated, instilled, instituted, instructed, insured, interfaced, interpreted, interviewed, introduced, invented, inventoried, invested, investigated, invited, involved, isolated, issued

**J**

joined, judged,

**L**

launched, lectured, led, lightened, liquidated, litigated, lobbied, localized, located

**M**

maintained, managed, mapped, marketed, maximized, measured, mediated, merchandised, merged, met, minimized, modeled, moderated, modernized, modified, monitored, motivated, moved, multiplied

**N**

named, narrated, negotiated, noticed, nurtured

**O**

observed, obtained, offered, offset, opened, operated, orchestrated, ordered, organized, oriented, originated, overhauled, oversaw

**P**

paid, participated, passed, patterned, penalized, perceived, performed, permitted, persuaded, phased, out, pinpointed, pioneered, placed, planned, polled, prepared, presented, preserved, presided, prevented, priced, printed, prioritized, probed, processed, procured, produced, profiled, programmed, projected, promoted, prompted, proposed, proved, provided, publicized, published, purchased, pursued

**Q**

quantified, quoted

**R**

raised, ranked, rated, reacted, read, received, recommended, reconciled, recorded, recovered, recruited, rectified, redesigned, reduced, referred, refined, regained, regulated, rehabilitated, reinforced, reinstated, rejected, related, remedied, remodeled, renegotiated, reorganized, replaced, repaired, reported, represented, requested, researched, resolved, responded, restored, restructured, resulted, retained, retrieved, revamped, revealed, reversed, reviewed, revised, revitalized, rewarded, routed

**S**

safeguarded, salvaged, saved, scheduled, screened, secured, segmented, selected, sent, separated, served, serviced, settled, shaped, shortened, showed, shrank, signed, simplified, sold, solved, spearheaded, specified, speculated, spoke, spread, stabilized, staffed, staged, standardized, steered, stimulated, strategized, streamlined, strengthened, stressed, structured, studied, submitted, substantiated, substituted, suggested, summarized, superseded, supervised, supplied, supported, surpassed, surveyed, synchronized, synthesized, systematized

**T**

tabulated, tailored, targeted, taught, terminated, tested, testified, tightened, took, traced, traded, trained, transacted, transferred, transformed, translated, transported, traveled, treated, tripled

**U**

uncovered, undertook, unified, united, updated, upgraded, used, utilized

**V**

validated, valued, verified, viewed, visited

**W**

weighed, welcomed, widened, witnessed, won, worked, wrote