

RESUME ACTION WORDS

For Students Pursuing Design & Planning Positions

The way you present your experience on your resume is very important.

Carefully selecting “action” verbs can engage your reader and help you to stand out from the competition. Below are some examples of descriptive and impactful words that help to emphasize key points within your resume.

Achieved	Critiqued	Increased	Provided
Addressed	Defined	Influenced	Publicized
Advised	Delegated	Inspected	Received
Analyzed	Designed	Installed	Recommended
Arranged	Determined	Interpreted	Recruited
Assessed	Displayed	Interviewed	Reduced
Assisted	Drafted	Invented	Rehabilitated
Attained	Eliminated	Managed	Rendered
Budgeted	Established	Modeled	Repaired
Calculated	Evaluated	Monitored	Researched
Collaborated	Examined	Obtained	Resolved
Collected	Expanded	Oversaw	Reviewed
Communicated	Formulated	Performed	Scheduled
Compiled	Generated	Planned	Solved
Conducted	Guided	Prepared	Supervised
Consolidated	Identified	Presented	Surveyed
Consulted	Illustrated	Processed	Trained
Coordinated	Improved	Produced	Utilized

This list is not all-inclusive.

Strive to phrase (or rephrase) your experiences based on which skills or achievements you want to highlight. Career Services is happy to assist in making your resume as powerful as it can be!

UTSOA Career Services

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Updated August 2020