

# Resume Action Verbs Cheat Sheet

156 verbs in 12 skill areas. Past tense is shown. Use the base form for your current job.  
Number in brackets = ownership level: 1 helped, 2 did, 3 owned, 4 led, 5 set direction.

## Leadership

Led (4), Directed (4), Supervised (4), Managed (3),  
Oversaw (4), Mentored (4), Delegated (4), Guided (4),  
Motivated (4), Recruited (3), Chaired (4), Championed (4),  
Represented (3)

## Communication

Presented (2), Wrote (2), Drafted (2), Edited (2),  
Explained (2), Negotiated (3), Facilitated (3),  
Interviewed (2), Reported (2), Advised (3), Translated (2),  
Published (3), Responded (2)

## Teamwork and support

Assisted (1), Supported (1), Contributed (1),  
Collaborated (2), Partnered (2), Coordinated (3),  
Volunteered (2), Participated (1), Cooperated (2),  
Aided (1), Connected (2), Provided (2), Joined (1)

## Research and analysis

Analyzed (2), Researched (2), Evaluated (2),  
Reviewed (2), Investigated (2), Assessed (2),  
Compared (2), Identified (2), Measured (2), Audited (3),  
Surveyed (2), Interpreted (2), Tested (2)

## Technical and data

Programmed (2), Coded (2), Configured (2),  
Automated (3), Debugged (2), Deployed (3),  
Integrated (3), Migrated (3), Monitored (2),  
Troubleshoot (2), Installed (2), Modeled (2), Queried (2)

## Creating and building

Built (3), Created (3), Designed (3), Developed (3),  
Launched (4), Established (5), Produced (2),  
Introduced (3), Founded (5), Initiated (4), Assembled (2),  
Constructed (2), Crafted (2)

## Planning and organizing

Planned (3), Organized (3), Scheduled (2), Arranged (2),  
Prioritized (3), Allocated (3), Aligned (3), Mapped (2),  
Tracked (2), Documented (2), Maintained (2),  
Administered (3), Executed (3)

## Improving and fixing

Improved (3), Streamlined (3), Reduced (3), Increased (3),  
Simplified (3), Standardized (3), Resolved (3),  
Repaired (2), Restructured (4), Revised (2), Updated (2),  
Upgraded (3), Strengthened (3)

## Sales and customer service

Sold (2), Served (2), Retained (3), Closed (3),  
Generated (3), Prospected (2), Converted (3), Greeted (2),  
Answered (2), Welcomed (2), Recommended (2),  
Escalated (2), Promoted (2)

## Teaching and training

Taught (2), Trained (3), Coached (3), Tutored (2),  
Instructed (2), Educated (2), Demonstrated (2),  
Onboarded (3), Oriented (2), Clarified (2), Certified (3),  
Informed (2), Equipped (3)

## Money and numbers

Budgeted (3), Forecasted (3), Reconciled (2),  
Calculated (2), Invoiced (2), Balanced (2), Saved (3),  
Processed (2), Projected (2), Priced (3), Funded (3),  
Recorded (2), Billed (2)

## Care and safety

Screened (2), Triaged (2), Comforted (2), Transported (2),  
Sterilized (2), Inspected (2), Secured (2), Protected (2),  
Rescued (2), Patrolled (2), Dispatched (2), Enforced (3),  
Safeguarded (3)

# Pick the right verb, then check it

Use this page while you edit each bullet.

## 1. Match the verb to your level

|                               |                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------|
| <b>Level 1: Helped</b>        | You helped someone else do the work. e.g. Assisted, Supported, Contributed         |
| <b>Level 2: Did</b>           | You did the task yourself. e.g. Prepared, Processed, Completed                     |
| <b>Level 3: Owned</b>         | You owned a task, process or result. e.g. Managed, Coordinated, Resolved           |
| <b>Level 4: Led</b>           | You guided people or a project. e.g. Led, Supervised, Mentored                     |
| <b>Level 5: Set direction</b> | You decided what the team or company would do. e.g. Established, Founded, Launched |

## 2. Replace vague phrases

|                 |                                  |
|-----------------|----------------------------------|
| Responsible for | → Managed, Scheduled, Maintained |
| Worked on       | → Built, Designed, Prepared      |
| Helped with     | → Updated, Prepared, Supported   |
| Duties included | → Processed, Reviewed, Resolved  |
| Tasked with     | → Completed, Delivered, Tracked  |
| In charge of    | → Led, Ran, Supervised           |
| Dealt with      | → Resolved, Answered, Escalated  |

## 3. Check each bullet

- ☐ It starts with a verb.
- ☐ The verb is true. I can explain it in an interview.
- ☐ Current job uses present tense. Past jobs use past tense.
- ☐ No verb appears more than twice on the page.
- ☐ The bullet says what I did, for whom or what, and what changed.
- ☐ A number is included only if it is real.
- ☐ I read it out loud and it sounds like me.

## Bullet pattern

[Verb] + [what you did] + [for whom or what] + [real result or scope]

Fictional example: Scheduled appointments for a four-dentist office and cut open slots by reorganizing the daily calendar.