

ACTION VERBS FOR YOUR RESUME

Bullet Point Formula: ACTION VERB + JOB RESPONSIBILITY/TASK + RESULT (add numbers if possible)

FOOD AND RESTAURANT SKILLS:

COOKED	HANDLED	PREPARED	SERVED	TOOK ORDERS	CLEANED	STOCKED
Delicately fried Evenly baked Sautéed Flambéed Thoroughly grilled	Controlled cash flow Managed complaints Operated equipment Processed payments Supervised staff	Arranged Prepped Ordered Organized Planned	Attended to Catered Eagerly served Provided for Waited on	Inputted Obtained Processed Readily accepted Accurately recorded	Diligently washed Disinfected Meticulously cleaned Sanitized Thoroughly rinsed	Inventoried Proactively stocked Refilled Reordered Replenished

OFFICE AND ADMINISTRATIVE SKILLS:

ASSISTED	CHECKED	PAPERWORK	CREATED	FILED	PLANNED	WROTE
Backed management Co-facilitated Collaborated with Partnered with Supported	Analyzed Assessed Evaluated Examined Reviewed	Duplicated Photocopied Produced Replicated Reproduced	Creatively designed Developed Established Generated Produced	Assorted Catalogued Categorized Classified Labeled	Arranged Coordinated Organized Prepared Scheduled	Accurately logged Documented Entered Inputted Recorded

RETAIL AND CUSTOMER SERVICE SKILLS:

ANSWERED	HELPED	MET (SALES GOALS)	PROMOTED	SOLD	STOCKED	TALKED
Effectively solved Reconciled Resolved Settled Successfully satisfied	Provided Recommended Referred Suggested Supported	Achieved Fulfilled Satisfied Steadily reached Successfully completed	Actively promoted Advertised Strategically displayed Marketed Eagerly presented	Assisted w/purchases Generated sales Increased profits Processed transactions Optimized sales	Accounted for Catalogued Inventoried Recorded Regularly itemized	Addressed Approached Contacted Greeted Welcomed

EDUCATION AND CHILDCARE SKILLS:

DISCIPLINED	INCREASED (SCORES)	LED (ACTIVITIES)	TALKED TO	TAUGHT	WASHED	WATCHED
Corrected behavior Enforced policies Mediated conflicts Positively reinforced Redirected students	Enhanced Improved Steadily raised Strengthened Substantially boosted	Coordinated Directed Facilitated Enthusiastically guided Organized	Consulted with Discussed with Informed Notified Updated	Demonstrated Educated Instructed Modeled Reinforced concepts	Disinfected Thoroughly laundered Carefully cleaned Sanitized Sterilized	Cared for Monitored Cautiously observed Actively oversaw Supervised

TECHNICAL AND HANDS-ON SKILLS:

BUILT	FIXED	MAINTAINED	OPERATED	SET-UP	SHIPPED	REMODELED
Assembled Constructed Developed Installed Manufactured	Refurbished Renovated Repaired Restored Revamped	Conserved Preserved Retained Sustained Upheld	Controlled Directed Skillfully guided Maneuvered Piloted	Adjusted Automated Coded Encoded Programmed	Delivered Distributed Imported/Exported Supplied Transported	Modernized Modified Refashioned Renovated Transformed

OTHER USEFUL ACTION VERBS:

COMMUNICATION	CREATIVE	RESEARCH	LEADERSHIP	MANAGEMENT	FINANCIAL	HELPING
Authored Clarified Convinced Corresponded Drafted Edited Formulated Influenced Interpreted Lectured Negotiated Persuaded Promoted	Acted Conceptualized Created Customized Designed Developed Directed Fashioned Illustrated Initiated Performed Revitalized Shaped	Analyzed Collected Critiqued Evaluated Examined Extracted Identified Interpreted Investigated Organized Reviewed Summarized Surveyed	Achieved Coordinated Delegated Developed Directed Enlisted Executed Expanded Expedited Founded Improved Initiated Recruited	Administered Assigned Attained Chaired Consolidated Contracted Coordinated Delegated Developed Oversaw Recommended Scheduled Supervised	Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed Forecasted Managed Marketed Planned Projected	Assisted Coached Counseled Demonstrated Diagnosed Educated Facilitated Familiarized Guided Motivated Referred Represented Validated