

Resume Action Word Worksheet



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

Use Action Words SMARTly

Specificity	Measurability	Attainability	Relevance	Timing
I've used a verb to clearly introduce each accomplishment.	My action words introduce accomplishments and experiences that are measurable.	The verbs I've selected are true indications of what I've done.	My action words introduce points that are relevant to the job to which I'm applying.	I have focused on the experience and accomplishments of the last few years, which are the most relevant.

3 Steps to Using Action Words in Your Resume

1. Verb List

Verbs indicate actions you have taken to make something happen. They can be extremely powerful and persuasive when used appropriately. Sending the right message about your action-orientation to potential employers will increase your chances of moving to the next stage - the interview. Action verbs should be used to introduce each bullet pointed accomplishment in your resume to give them greater impact.

a) Consider the difference between the following statements:

- Responsible for cupcakes
- Created 300 award-winning cupcakes in 2 hours, surpassing the competition by 50%".

How else might I use action words to introduce this point?

b) I've reviewed the list of action words below to help me qualify my own statements, and perhaps added some of my own:

Achieved	Delegated	Guided	Led	Raised
Acquired	Delivered	Headed	Maintained	Ranked
Adapted	Designed	Identified	Managed	Reduced
Administered	Detected	Illustrated	Mastered	Referred
Advised	Determined	Implemented	Maximized	Responded
Analyzed	Developed	Improved	Mentored	Reviewed
Approved	Devised	Improvised	Minimized	Solved
Assembled	Diagnosed	Increased	Modified	Specialized
Attained	Directed	Indicated	Monitored	Strategized
Bolstered	Discovered	Influenced	Narrated	Strengthened
Briefed	Drove	Initiated	Negotiated	Studied
Built	Edited	Inspected	Observed	Taught
Coached	Established	Instituted	Obtained	Trained
Collaborated	Evaluated	Integrated	Offered	Translated
Collected	Exceeded	Interpreted	Organized	Upgraded
Communicated	Excelled	Introduced	Originated	Utilized
Completed	Expanded	Investigated	Provided	Validated
Composed	Expedited	Launched	Publicized	Wrote
Coordinated	Facilitated	Lectured	Published	

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2. Animating My Resume

a) Have I used a variety of action words to introduce my experiences and accomplishments? If I use the same word more than twice, how can I vary them? Can I use another verb instead?

b) If I already have verbs introducing the points in my resume, can I use more impactful ones?

3. Variety and Verity

a) Have I used a variety of action words to introduce my experiences and accomplishments? If I use the same word more than twice, how can I vary them? Can I use another verb instead?

b) Are my statements factual? Are they credible? Can I support them if probed? For example, if say "Led a team of 5..." did I really lead the team or was I a participant?

For more details to help you with your resume writing, be sure to review:

- Step 2. Writing Resumes & Cover Letters ReadySet HIRED! website
- Writing Resumes & Cover Letters Checklist