

# Northwestern Career Advancement

## ACTION VERBS

### Analytical

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Determined  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Identified  
Interpreted  
Interviewed  
Investigated  
Measured  
Organized  
Proved  
Researched  
Reviewed  
Screened  
Searched  
Specified  
Solved  
Summarized  
Surveyed  
Systematized  
Tested  
Validated  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed

Devised  
Entertained  
Established  
Formulated  
Illustrated  
Initiated  
Integrated  
Introduced  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Revised  
Revitalized  
Shaped

### Financial

Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Controlled  
Decreased  
Determined  
Developed  
Estimated  
Forecast  
Managed  
Marketed  
Measured  
Planned  
Prepared  
Programmed  
Projected

Reconciled  
Reduced  
Researched  
Retrieved

### Interpersonal

Adapted  
Advised  
Advocated  
Answered  
Assessed  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Enabled  
Encouraged  
Ensured  
Expedited  
Facilitated  
Focused  
Furthered  
Guided  
Initiated  
Interacted  
Intervened  
Listened  
Mediated  
Moderated  
Motivated  
Negotiated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported

### Leadership

Administered  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Completed  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Diversified  
Enforced  
Enhanced  
Established  
Founded  
Generated  
Headed  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instituted  
Integrated  
Introduced  
Led  
Managed  
Motivated  
Organized  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Recruited

Reorganized  
Replaced  
Represented  
Reviewed  
Revitalized  
Secured  
Selected  
Solidified  
Stimulated  
Streamlined  
Strengthened  
Supervised

### Communicatio

Addressed  
Advertised  
Arbitrated  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Demonstrated  
Described  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Explained  
Expressed  
Familiarized  
Formulated  
Illustrated

Informed  
Interpreted  
Interviewed  
Marketed  
Mediated  
Moderated  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Published  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Responded  
Solicited  
Specified  
Spoke  
Summarized  
Synthesized  
Wrote

### Organizational

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Collected  
Compiled  
Coordinated  
Corrected  
Corresponded  
Distributed  
Expedited  
Executed

**Organizational  
(Cont.)**

Generated  
Implemented  
Incorporated  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Planned  
Prepared  
Processed  
Provided  
Recorded  
Registered  
Reserved

Responded  
Restructured  
Reviewed  
Scheduled  
Screened  
Set up  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

**Marketing**

Achieved  
Attained  
Completed  
Conceived  
Delivered

Earned  
Exceeded  
Expanded  
Generated  
Increased  
Improved  
Launched  
Led  
Marketed  
Promoted  
Resolved  
Restored  
Saved  
Shaped  
Succeeded  
Surpassed  
Transformed  
Won

**Teaching**

Appraised  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Facilitated  
Focused  
Guided  
Individualized  
Informed

Instructed  
Motivated  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Tutored

**Technical**

Adapted  
Applied  
Assembled  
Automated  
Built  
Calculated  
Computed  
Conserved  
Constructed

Controlled  
Converted  
Designed  
Developed  
Diagnosed  
Drafted  
Engineered  
Inspected  
Installed  
Maintained  
Monitored  
Operated  
Overhauled  
Programmed  
Regulated  
Remodeled  
Repaired  
Restored  
Specialized  
Standardized  
Upgraded

**Resume Thesaurus**

Rather than using the same action verbs repeatedly on your resume, use the list below to find alternatives.

**Accomplish**

Complete  
Finish

**Achieved**

Executed  
Reached  
Realized

**Adapted**

Accommodated  
Adjusted

**Advised**

Conferred  
Consulted

**Assessed**

Appraised  
Evaluated

**Audited**

Analyzed  
Examined  
Inspected

**Calculated**

Computed  
Estimated  
Figured

**Completed**

Concluded  
Finished

**Composed**

Comprised  
Created  
Formed

**Consulted**

Advised  
Conferred

**Coordinated**

Accommodated  
Arranged

**Created**

Composed  
Generated  
Produced

**Designed**

Arranged  
Created  
Planned

**Developed**

Created  
Expanded  
Planned

**Enhanced**

Deepened  
Heightened  
Intensified

**Established**

Constituted  
Created  
Instituted

**Estimated**

Appraised  
Approximated  
Assessed

**Evaluated**

Appraised  
Assessed  
Classified

**Expanded**

Developed  
Elaborated  
Increased

**Fostered**

Cultivated  
Encouraged  
Promoted

**Implemented**

Completed  
Fulfilled  
Performed

**Increased**

Expanded  
Heightened  
Raised

**Initiated**

Commenced  
Introduced  
Launched

**Integrated**

Coordinated  
Incorporated  
Unified

**Lead (led)**

Conducted  
Directed  
Guided

**Maintained**

Provided  
Supported  
Sustained

**Managed**

Conducted  
Directed

**Oversaw**

Overlook  
Supervised  
Surveyed

**Planned**

Designed  
Devised  
Organized

**Presented**

Addressed  
Directed

**Provided**

Supplied  
Transferred

**Researched**

Investigated  
Probed

**Revised**

Redrafted  
Restyled  
Rewrote

**Studied**

Examined  
Inspected  
Surveyed

**Surpassed**

Exceeded  
Excelled

**Taught**

Instructed  
Trained

**Updated**

Refreshed  
Renewed

**Used**

Applied  
Employed  
Utilized

**Won**

Accomplished  
Achieved  
Attained

**Worked**

Handled  
Operated  
Performed