

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!