

## Queens College Examples of Action Verbs for Your Resume

### **Management/Leadership Skills**

Administered    Hosted  
 Approved        Improved  
 Authorized      Incorporated  
 Consolidated    Initiated  
 Contracted      Managed  
 Coordinate      Oversaw  
 Delegated       Planned  
 Developed       Prioritize  
 Enforced        Reorganized  
 Established     Streamlined  
 Generated       Supervised  
 Handled         Strengthen

### **Technical Skills**

Adapted         Operated  
 Assembled      Overhauled  
 Calculated      Printed  
 Constructed     Programmed  
 Debugged       Rectified  
 Designed        Regulated  
 Developed       Repaired  
 Directed         Remodeled  
 Engineered      Repaired  
 Fabricated      Specialized  
 Fortified        Standardized  
 Installed        Studied

### **Helping Skills**

Advocated      Facilitated  
 Aided            Familiarized  
 Arranged        Furthered  
 Cared for        Guided  
 Clarified        Insured  
 Coached         Intervened  
 Collaborated    Provided  
 Counseled      Rehabilitated  
 Demonstrated   Resolved  
 Educated        Simplified  
 Encouraged     Supported  
 Ensured         Volunteered

### **Communication/People Skills**

Advertised      Interpreted  
 Arbitrated      Judged  
 Articulated     Marketed  
 Communicated   Moderated  
 Composed       Negotiated  
 Consulted       Persuaded  
 Developed       Presented  
 Directed         Publicized  
 Elicited         Recruited  
 Expressed        Suggested  
 Formulated      Specified  
 Interacted      Translated

### **Teaching Skills**

Advised          Individualized  
 Coached          Informed  
 Communicated   Instilled  
 Conducted       Instructed  
 Coordinated     Motivated  
 Developed       Persuaded  
 Enabled          Simulated  
 Encouraged      Stimulated  
 Evaluated        Taught  
 Explained        Tested  
 Facilitated      Transmitted  
 Guided           Tutored

### **Organization/Detail Skills**

Approved        Maintained  
 Arranged        Monitored  
 Catalogued      Operated  
 Classified        Ordered  
 Compiled         Provided  
 Corresponded    Registered  
 Distributed      Reviewed  
 Executed         Scheduled  
 Generated        Screened  
 Implemented     Supplied  
 Inspected        Systemized  
 Logged           Validated

### **Research**

Analyzed        Interpreted  
 Conducted       Located  
 Critiqued        Measured  
 Detected         Organized  
 Diagnosed       Researched  
 Evaluated        Summarized  
 Extracted        Searched  
 Formulated      Solved  
 Identified        Surveyed  
 Inspected        Systemized  
 Investigated     Tested

### **Financial/Data Skills**

Administered    Forecasted  
 Adjusted         Managed  
 Analyzed         Marketed  
 Assessed         Measured  
 Audited          Planned  
 Balanced         Programmed  
 Calculated       Projected  
 Computed        Reconciled  
 Conserved        Reduce  
 Developed        Researched  
 Determined      Reserved  
 Estimated        Retrieved

### **Creativity Skills**

Acted            Introduced  
 Adapted         Invented  
 Conceptualized   Modeled  
 Customized      Modified  
 Designed         Originated  
 Directed         Performed  
 Displayed        Photographed  
 Entertained     Planned  
 Established      Revised  
 Fashioned        Revitalized  
 Illustrated       Shaped  
 Initiated         Solved

[www.thesaurus.com](http://www.thesaurus.com)

## Queens College, CUNY

### Quantify Accomplishments for Your Resume

Below are examples of bullet points from **weakest** to **strongest** (please **DO NOT PLAGIARIZE**)

#### **College student who is a leader in a club**

- Managed club budget
- Managed \$7,000 club budget and invested funds in appropriate bonds
- Managed \$7,000 club budget and invested \$5,000 in appropriate bonds, returning 6% over the year

#### **College student participating in a leadership program**

- Member of Environmental Leadership Program (ELP)
- Selected as one of 25 for 12-month professional development program for high-achieving diverse talent
- Selected as one of 25 participants nationwide for 12-month professional development program for high-achieving diverse talent based on leadership potential, ability to contribute to ELP cohort, and academic success

#### **Sales Support Associate**

- Collaborate with team members to sell clothing
- Exceeded \$120K sales goal by collaborating with eight team members
- Exceeded \$120K sales goal by \$50K by collaborating with eight team members and asking open ended questions to customers to provide clothing that matched shoppers needs

#### **Human Resources Professional**

- Responsible for recruiting finance, accounting, and marketing professionals
- Recruited 10+ candidates monthly for finance, accounting and marketing openings
- Recruited 10+ candidates monthly for finance, accounting and marketing openings by using LinkedIn Recruiter, attending networking events, and posting on job boards, resulting in positive feedback by managers

#### **Communication Expert**

- Use social media to engage with customers
- Engage with customers by communicating through social media (Facebook, Instagram, Pinterest, Twitter, and LinkedIn) and email marketing
- Increase followers by 30% (100K) by sharing relevant information with 100+ customers weekly through social media (Facebook, Instagram, Pinterest, Twitter, and LinkedIn) and email marketing

#### **Additional Resources:**

- Resume Checklist: <http://bit.ly/ResumeCheckList>
- Resume Template: <http://bit.ly/qcresume>
- Powerful Action Verbs: <https://tinyurl.com/QCactionverbs>