

# RESUME ACTION VERBS

**Pro tip:** Combine your selection of action verbs with quantifiable results to show both what you did and the effect it had. For example, “Championed use of user feedback in program improvements, resulting in 50% boost in customer satisfaction ratings.”

Select from the following action verbs to give your resume an edge:

**Instead of “duties included,” “responsible for,” “served as,” or “actions encompassed,”:**

Accelerated  
Accomplished  
Analyzed  
Assembled  
Built  
Founded  
Created  
Constructed  
Delivered  
Developed  
Executed  
Expanded  
Finalized  
Forged  
Guided  
Handled  
Headed  
Improved  
Increased  
Initiated  
Implemented  
Instituted  
Produced

**To demonstrate your strong work ethic or introduce your accomplishments:**

Achieved  
Capitalized  
Deciphered  
Discerned  
Drove  
Enacted  
Endeavored  
Established  
Exceeded  
Sharpened  
Shattered  
Sparked  
Spearheaded  
Steered  
Stimulated  
Supervised  
Surpassed

**To illustrate your communication skills:**

Collaborated  
Conveyed  
Enlivened  
Instructed  
Performed  
Presented  
Spoke  
Trained

**For creative positions:**

Authored  
Brainstormed  
Briefed  
Communicated  
Conceptualized  
Curated  
Derived  
Designed  
Diagramed  
Drafted  
Edited  
Illustrated  
Imagined  
Influenced  
Intensified  
Modeled  
Proofread  
Published  
Researched  
Strategized  
Storyboarded  
Translated  
Visualized  
Wrote

**For management positions:**

Advised  
Arranged  
Augmented  
Centralized  
Championed  
Differentiated  
Directed  
Empowered  
Endorsed  
Enforced  
Ensured  
Forecasted  
Fostered  
Identified  
Integrated  
Leveraged  
Reconciled  
Reduced  
Replaced  
Resolved  
Orchestrated  
Optimized  
Predicted  
Renovated

**For technical positions:**

Advanced  
Architected  
Automated  
Coded  
Deployed  
Detected  
Devised  
Diagnosed  
Discovered  
Formulated  
Installed  
Launched  
Networked  
Planned  
Programmed  
Rewrote  
Refined  
Tested  
Troubleshoot  
Upgraded

**For financial positions:**

Audited  
Classified  
Collected  
Equalized  
Dispensed  
Halted  
Investigated  
Lowered  
Maintained  
Minimized  
Recognized  
Secured

**For sales positions:**

Captured  
Conserved  
Converted  
Earned  
Generated  
Maximized  
Negotiated  
Won

# SAMPLE REFERENCE PAGE

## Clyde Mountain-Lion

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### Professional References

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### **TIPS FOR MAKING A STRONG REFERENCE PAGE:**

Tip #1: Do not include references in your cover letter or on your resume; rather create a separate references list to provide when requested. Have a copy of references with you at the interview. (One will usually provide references in the online job application.)

Tip #2: Choose 3 to 5 professional references. It can be an employer, co-worker, a professor, or anyone who can speak to your work abilities. Request permission of the person before listing them as a reference.

Tip #3: For each reference, list the person's name, title, employer, phone number, and email address.