

# Fire Career Prep

## Resume Action Verbs



This document is a comprehensive list of verbs created by Harvard university to assist in elevating your writing as it pertains to your resume and cover letter. Why is this important? Well the average English speaking adult knows around 40,000 words and uses about 20,000 of those over the course of a year. This can translate to our writing especially if we are not particularly enthused about what we are writing (resumes, cover letters, CV's). That leads to a tendency for overuse of words which can hurt the over quality of your resume or cover letter.

For example, if a recruiter is scanning down your resume and see's every sentence start with "I helped do this or helped do that". Two things are going to happen one the reader will quickly become bored or disengaged with what they are reading. Potentially missing or skipping important skills and experience you are highlighting. Two they are consciously or subconsciously going to assume your written English comprehension is somewhat lacking and therefore give you less priority than you deserve.

Ultimately our resume is our only first impression we get. It is imperative that you make a strong first impression in order to get to that next vital step in the process where you can expand upon your qualifications and what makes you the candidate to fill the role.

The verbs are all split into headings to make it easier for you to find the word you are trying to say. Once you have selected the verb you wish to use be sure to try it in the sentence out loud before you finalize that selection. If you need assistance building a resume or need someone to take a honest look at your resume contact us via email at [careerprep.fire@gmail.com](mailto:careerprep.fire@gmail.com), or reach out on our social media platforms @firecareerprep and schedule a resume review or authorship session with us today. We hope this has been helpful. Good luck out there.

**Communication** Advertised Addressed Arbitrated Authored Collaborated Composed Conferred Contacted Convinced Debated Discussed Edited Enlisted Expressed Furnished Informed Influenced Interpreted Interviewed Judged Listened Mediated Negotiated Outlined Persuaded Promoted Publicized Recruited Reinforced Resolved Solicited Summarized Translated

**Creative** Acted Adapted Combined Conceptualized Created Designed Developed Directed Drew Established Fashioned Founded Formulated Generated Illustrated Initiated Instituted Integrated Introduced Invented Modeled Originated Performed Photographed Planned Produced Revitalized Shaped

**Finance** Administered Adjusted Allocated Analyzed Assessed Balanced Budgeted Calculated Conserved Determined Developed Estimated Managed Marketed Measured Netted Planned Projected Quantified Reconciled Reduced Retrieved

**Helping** Advocated Aided Answered Assessed Clarified Collaborated Counseled Cooperated Demonstrated Educated Ensured Expedited Facilitated Furthered Guided Helped Intervened Led Mentored Prevented Referred Rehabilitated Represented Simplified Supported

**Management** Achieved Administered Analyzed Assigned Approved Attained Chaired Contracted Consolidated Controlled Coordinated Delegated Developed Drafted Directed Eliminated Evaluated Enhanced Executed Expanded Handled Hired Implemented Improved Increased Inspected Merged Navigated Organized Oversaw Presided Produced Reorganized Restored Scheduled Selected Strengthened Terminated

**Administrative** Approved Arranged Coordinated Categorized Classified Collected Corrected Distributed Executed Generated Filed Implemented Incorporated Logged Monitored Operated Organized Processed Purchased Registered Responded Routed Screened Supplied Systematized Tabulated Validated

**Research** Analyzed Clarified Collected Compared Conducted Detected Determined Diagnosed Evaluated Examined Experimented Explored Identified Inspected Gathered Interviewed Investigated Measured Reported Researched Reviewed Searched Summarized Surveyed Systematized

**Teaching** Advised Adapted Coached Enabled Encouraged Evaluated Explained Facilitated Guided Informed Instructed Persuaded Planned Stimulated Tested Transmitted

**Technical** Applied Assembled Built Calculated Coded Computed Constructed Converted Designed Debugged Determined Devised Engineered Fortified Maintained Overhauled Programmed Regulated Repaired Restored Solved Specialized Standardized Studied Upgraded Utilized