

CHATTANOOGA STATE

CAREER SERVICES & COUNSELING CENTER

ACTION WORDS (PERFORMANCE ATTRIBUTES)

Use phrases and incomplete sentences to describe your accomplishments, starting each with an action verb. Never use personal pronouns (I, we). For example, “developed innovative recruiting program” instead of “I designed a program to recruit new members.” For each position held, circle those words that might be of value to you. When writing your resume, use present tense verbs to describe activities/jobs you are currently doing and past tense verbs to describe actions from the past.

Accelerated	Controlled	Facilitated	Managed	Proposed	Saved
Achieved	Converted	Formed	Marketed	Proved	Scheduled
Adapted	Convinced	Formulated	Mastered	Provided	Screened
Administered	Completed	Founded	Mediated	Publicized	Served
Advanced	Coordinated	Gained	Minimized	Qualified	Set up
Advised	Corrected	Generated	Motivated	Ran	Selected
Allocated	Correlated	Guided	Moved	Rated	Shaped
Analyzed	Created	Headed	Negotiated	Received	Simplified
Approved	Counseled	Heightened	Observed	Recognized	Sparked
Arranged	Defined	Helped	Operated	Recommended	Spearheaded
Assessed	Delegated	Identified	Ordered	Reconstructed	Solved
Assigned	Delivered	Illustrated	Originated	Recorded	Stimulated
Assisted	Demonstrated	Improved	Organized	Recovered	Studied
Attended	Designed	Implemented	Overcame	Recruited	Streamlined
Authored	Determined	Improvised	Overhauled	Redesigned	Strengthened
Briefed	Developed	Increased	Oversaw	Reduced	Structured
Brought	Devised	Influenced	Participated	Re-evaluated	Submitted
Budgeted	Directed	Informed	Perfected	Reinforced	Succeeded
Built	Discovered	Initiated	Performed	Referred	Suggested
Calculated	Distributed	Inspired	Persuaded	Reformed	Supervised
Catalogued	Documented	Installed	Pinpointed	Regained	Supplied
Categorized	Drafted	Instituted	Pioneered	Regulated	Supported
Centralized	Edited	Integrated	Planned	Remodeled	Synthesized
Chaired	Effectuated	Introduced	Practiced	Renovated	Taught
Collected	Eliminated	Invested	Predicted	Related	Tracked
Clarified	Enabled	Invented	Prepared	Reorganized	Trained
Communicated	Encouraged	Interviewed	Presented	Reported	Transformed
Completed	Equipped	Interpreted	Preserved	Repaired	Translated
Computed	Established	Investigated	Prevented	Represented	Unified
Composed	Evaluated	Joined	Prioritized	Researched	Updated
Conceived	Executed	Justified	Processed	Resolved	Upgraded
Conducted	Expanded	Launched	Produced	Revamped	Utilized
Conferred	Expedited	Learned	Profiled	Revealed	Validated
Consolidated	Employed	Lectured	Programmed	Reviewed	Verified
Constructed	Explored	Led	Projected	Revised	Wrote
Consulted	Fabricated	Maintained	Promoted	Revitalized	