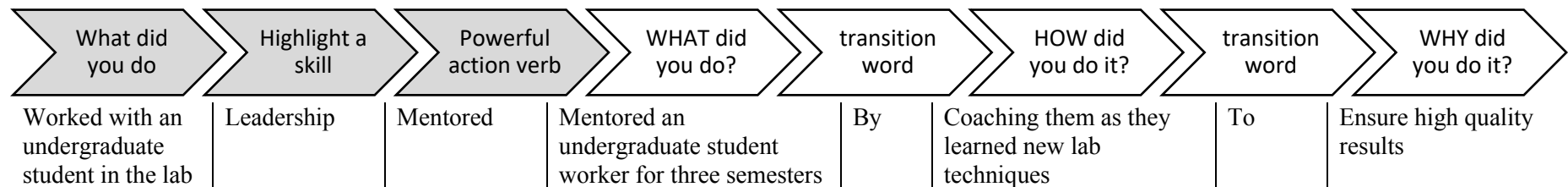


## Sample Action Verbs by Functional Skill Area and Bullet Statements

When writing your CV/resume, it's important to be clear, concise, and consistent. Don't write in a narrative form, or use first person singular pronouns. Use definite articles selectively. Use short phrases and action words. The following action verbs that might be useful.

Communication	Creativity	Analytical	Financial	Leadership	Organizational	Research/ Technical	Teaching	Teamwork
Addressed	Acted	Analyzed	Accounted	Accomplished	Arranged	Acquired	Accepted	Collaborated
Composed	Designed	Enforced	Audited	Achieved	Approved	Applied	Advised	Consulted
Edited	Illustrated	Classified	Developed	Chaired	Catalogued	Assembled	Analyzed	Cooperated
Interviewed	Originated	Collated	Planned	Coached	Classified	Audited	Appraised	Contributed
Negotiated	Composed	Prepared	Adjusted	Coordinated	Collected	Built	Assessed	Encouraged
Contacted	Developed	Systemized	Balanced	Directed	Compiled	Calculated	Challenged	Engaged
Arranged	Improvised	Compared	Procured	Influenced	Consolidated	Conducted	Clarified	Ensured
Presented	Performed	Processed	Administered	Initiated	Dispatched	Converted	Coached	Guided
Marketed	Conceived	Tabulated	Budgeted	Led	Distributed	Designed	Communicated	Helped
Authored	Directed	Complied	Forecasted	Mentored	Executed	Demonstrated	Cooperated	Interacted
Briefed	Insinuated	Recorded	Projected	Managed	Implemented	Examined	Demonstrated	Networked
Published	Conceptualized	Retrieved	Calculated	Motivated	Monitored	Formulated	Designed	Related
Drafted	Established	Assessed	Managed	Supervised	Organized	Identified	Developed	Resolved
Instructed	Integrated	Confirmed	Purchased	Trained	Planned	Interviewed	Enabled	Supported
Advocated	Shaped	Determined	Analyzed	Evaluated	Prioritized	Maintained	Facilitated	Reinforced
Motivated	Conducted	Estimated	Computed	Appointed	Processed	Modified	Focused	Sustained
Translated	Fashioned	Projected	Marketed	Approved	Revised	Reconciled	Guided	United
Contacted	Introduced	Researched	Reconciled	Recruited	Scheduled	Resolved	Modeled	Connected
Composed	Created	Synthesized	Appraised	Scheduled	Systemized	Reviewed	Structured	Partnered
Summarized	Founded	Validated	Controlled	Formulated	Structred	Solved	Tutored	Developed

### Create your bullet statements:



**Put it together** → Mentored an undergraduate student worker for three semesters by coaching them as they learned new lab techniques to ensure high quality results

## Action Verb Bullet Point Exercise

**Pro Tip: Quantify Your Experience**

Whenever possible, use numbers when explaining *what* you did or *how* you did it.

**Transition Words**

**HOW:** by, through, using, with utilizing  
**WHY:** to, in order to, as part of, so that, because of, due to

What did you do?	Highlight a skill	Powerful action verb	WHAT did you do?	transition word	HOW did you do it?	Transition word	WHY did you do it?
Put it together:							
Put it together:							