

# The QCC Office of Career Services:

## Resume Action Words

### Résumé Action Words

Use these words instead of responsible for:

Accomplished	Navigated
Acquired	Negotiated
Achieved	Operated
Acted As	Partnered
Completed	Performed
Created	Prepared
Executed	Produced
Finished	Secured
Forged	Succeeded In
Made	Undertook

### Résumé Action Words

Use these words instead of worked on:

Arranged	Made
Compiled	Made Progress On
Composed	Operated
Constructed	Organized
Created	Perfected
Developed	Prepared
Engaged In	Pursued
Fashioned	Put Together
Forged	Set Up
Formulated	Undertook

Résumé  
Action  
Words

**Demonstrate you have strong  
communication skills:**

Advocated	Fielded
Authored	Illustrated
Clarified	Influenced
Composed	Informed
Consulted	Mediated
Conveyed	Moderated
Convinced	Negotiated
Corresponded	Promoted
Defined	Persuaded
Explained	Publicized

Résumé  
Action  
Words

**Demonstrate you are a team-player:**

Acknowledged	Gathered
Assimilated	Harmonized
Blended	Ignited
Coalesced	Joined
Collaborated	Melded
Contributed	Merged
Diversified	Participated
Embraced	Partnered
Encouraged	United
Energized	Volunteered

Résumé  
Action  
Words

Demonstrate you are a leader:

Authorized	Headed
Chaired	Hosted
Cultivated	Inspired
Delegated	Mentored
Directed	Mobilized
Enabled	Operated
Executed	Orchestrated
Facilitated	Oversaw
Fostered	Spearheaded
Guided	Trained

Résumé  
Action  
Words

Demonstrate you are an achiever:

Accelerated	Expanded
Accomplished	Expedited
Advanced	Generated
Amplified	Improved
Boosted	Lifted
Completed	Managed
Created	Maximized
Delivered	Outpaced
Enacted	Produced
Enhanced	Stimulated