

# Action Words

## Action Words

Your resume and letter of application must convince the employer that you have the personal qualities and skills they are looking for. A way of making your resume and letter of application convincing is to use "action words." These are verbs that end in "ed,". For example: delivered, diagnosed and devised. When used in your skill and achievement statements, action words convey a sense of accomplishment, and tell the employer that you get results.

Compare the following statements – the first is written in passive form, the second uses action language: it is really a difference of tense – see Application Express [www.rmit.edu.au/careers/applicationexpress](http://www.rmit.edu.au/careers/applicationexpress) for information on active/passive.

- "I was searching for facts about my achievements and deciding on which were most suitable for my resume," or
- "Searched for facts about my achievements and decided on which were most suited to my resume."

There really is no comparison. The first statement sounds slow and indecisive; the second suggests energy and decisiveness. Which impression would you rather convey to employers?

'Using action words rather than 'I' to begin your statements also sounds less self-centered and indicates a direct communication style that is valued by many employers.

For example you could start your achievement statements as follows:

"Completed distinction level, 3,000 word report on ..." avoiding repeated use of 'I'

## Further information

See the Resumes section on our Jobs and Career advice web pages

[www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice](http://www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice)

Updated January 2018

Disclaimer: The information on this fact sheet is provided as a guide only. RMIT Careers and Employability takes no responsibility for the accuracy of the information or services supplied. Providers listed are not owned or operated by RMIT. Students should contact providers directly for further information. RMIT CRICOS provider number: 00122A

Accomplished	Collected	Established	Interviewed	Pioneered	Saved
Achieved	Comforted	Evaluated	Introduced	Planned	Scheduled
Acted	Communicated	Examined	Invented	Predicted	Screened
Acquainted	Compared	Excelled	Investigated	Prepared	Secured
Adapted	Compiled	Executed	Joined	Prescribed	Selected
Addressed	Completed	Exhibited	Judged	Presented	Separated
Adhered	Composed	Experimented	Justified	Prevented	Served
Administered	Computed	Expanded	Launched	Prioritised	Settled
Advanced	Conceived	Expedited	Lectured	Processed	Simplified
Advised	Concentrated	Explained	Liaised	Produced	Solved
Allocated	Conducted	Explored	Listened	Programmed	Sorted
Amplified	Conserved	Extracted	Lobbied	Projected	Specialised
Analysed	Consoled	Fabricated	Located	Promoted	Sponsored
Answered	Consolidated	Facilitated	Logged	Proposed	Staffed
Applied	Constructed	Fashioned	Maintained	Provided	Standardised
Appraised	Consulted	Formalised	Managed	Publicised	Stimulated
Appropriated	Contributed	Formulated	Manipulated	Purchased	Streamlined
Approved	Coordinated	Facilitated	Marketed	Qualified	Strengthened
Arbitrated	Counselled	Familiarised	Mastered	Questioned	Summarised
Arranged	Created	Finalised	Measured	Raised	Supervised
Articulated	Critiqued	Fixed	Mediated	Reached	Supplied
Assessed	Defined	Focused	Mentored	Realised	Supported
Assisted	Delegated	Fostered	Ministered	Reassured	Surpassed
Assured	Delivered	Found	Moderated	Reclaimed	Surveyed
Attained	Demonstrated	Founded	Modified	Recognised	Systemised
Attended	Designed	Furthered	Monitored	Recommended	Trained
Audited	Detected	Gained	Motivated	Reconciled	Translated
Augmented	Determined	Gathered	Navigated	Recorded	Tutored
Authored	Developed	Generated	Needed	Recruited	Uncovered
Authorised	Devised	Governed	Negotiated	Rectified	Unified
Awarded	Diagnosed	Graduated	Nominated	Redirected	United
Backed	Directed	Grouped	Nurtured	Reduced	Updated
Balanced	Discovered	Guided	Obliged	Referred	Upgraded
Boosted	Dispensed	Handled	Observed	Refined	Utilized
Braced	Disseminated	Harmonised	Obtained	Reformed	Vacated
Broadened	Dissuaded	Headed	Opened	Regulated	Validated
Briefed	Distributed	Helped	Operated	Rehabilitated	Valued
Budgeted	Documented	Hired	Optimised	Reorganised	Ventured
Built	Drafted	Identified	Orchestrated	Repaired	Verbalised
Calculated	Edited	Illustrated	Ordered	Reported	Verified
Catalogued	Educated	Implemented	Originated	Represented	Versed
Centralised	Effectuated	Improved	Organised	Researched	Vitalised
Certified	Eliminated	Increased	Overhauled	Reshaped	Visualised
Chaired	Empowered	Influenced	Packaged	Resolved	Volunteered
Chartered	Enabled	Initiated	Perceived	Responded	Weighed
Clarified	Enacted	Innovated	Perfected	Restored	Welcomed
Classified	Encouraged	Integrated	Performed	Retrieved	Worked
Coached	Enforced	Interfaced	Persuaded	Revamped	
Collaborated	Ensured	Interpreted	Piloted	Reviewed	