



# Your Recipe for Professional *Success!*

## Preheat with Preparation: Get Your Resume Ready

Action verbs help highlight results and outcomes on your resume. It is important to demonstrate what you have accomplished instead of just what you did or what you were responsible for. Action verbs can help show potential employers the value you bring to them.

### Action Verbs for Your Resume

Accomplished	Achieved	Approved	Arbitrated
Bolstered	Built	Completed	Conducted
Controlled	Converted	Created	Decreased
Delivered	Demonstrated	Designed	Developed
Devised	Directed	Doubled	Earned
Edited	Eliminated	Established	Expanded
Founded	Generated	Headed	Implemented
Improved	Improvised	Increased	Innovated
Installed	Instituted	Introduced	Invented
Launched	Maintained	Managed	Narrowed
Negotiated	Operated	Organized	Originated
Performed	Planned	Prevented	Processed
Produced	Promoted	Researched	Resolved
Revised	Scheduled	Serviced	Simplified
Sold	Solved	Sparked	Started
Streamlined	Strengthened	Stressed	Traced
Tracked	Traded	Trained	Transferred
Transformed	Translated	Uncovered	Vacated
Verified	Withdrew	Won	Worked



#### ATD Member Resource

Tips and information provided in this document are based on **ATD Micro Courses: Writing a Great Resume**