



It is a challenge to create a resume that thoroughly depicts your professional skills and accomplishments while grabbing the attention of the interviewer. In Fortune 500 companies, many resumes are scanned. The scanners are programmed to pick up 'industry standard' action verbs, much like web site crawlers look for keywords for search engines. Many resumes are therefore loaded with keywords so they are 'accepted' by the scanners for further review. Here at RRG, since we represent the non-profit professional sector, we do not recommend that you overload your resume with actions verbs and keywords just to 'pass the scanner test'. We do, however, recommend that you create your resume using active, present-tense words that best describe your accomplishments and goals. We prepared this list of words in order to help you do just that. [Click here for the list by skill set.](#)

Accelerated	Completed	Energized	Investigated
Accomplished	Computed	Engineered	Invoiced
Achieved	Conceived	Enlisted	Interviewed
Adapted	Conducted	Established	Introduced
Addressed	Contracted	Evaluated	Issued
Administered	Controlled	Examined	
Advised	Consolidated	Executed	Launched
Allocated	Coordinated	Expanded	Lectured
Analyzed	Corresponded	Expedited	
Appraised	Counseled	Explained	Maintained
Approved	Created	Extracted	Managed
Arbitrated	Critiqued	Facilitated	Marketed
Arranged	Cut	Familiarized	Mediated
Assembled		Figured	Mentored
Assessed	Delegated	Forecasted	Moderated
Assigned	Demonstrated	Formulated	Monitored
Assisted	Described		Motivated
Assumed Responsibility	Designed	Gained	
Attained	Determined	Generated	Negotiated
Audited	Developed	Grew	
Authored	Devised	Guided	Operated
	Diagnosed		Optimized
Balanced	Directed	Hired	Ordered
Billed	Disciplined		Organized
Budgeted	Discussed	Implemented	Originated
	Dispatched	Improved	Overhauled
Calculated	Documented	Increased	Oversaw
Catalogued	Drafted	Informed	
Chaired		Initiated	Participated
Clarified	Earned	Inspected	Performed
Classified	Edited	Installed	Persuaded
Coached	Educated	Instituted	Pinpointed
Collected	Eliminated	Instructed	Planned
Communicated	Enabled	Interpreted	Prepared
Compiled	Encouraged	Invented	Presented

RRG Alpha List of Action Words

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Prioritized	Reduced	Screened	Surpassed
Processed	Referred	Served	Surveyed
Produced	Rehabilitated	Simplified	
Projected	Remodeled	Solved	Taught
Programmed	Repaired	Spearheaded	Tested
Proved	Represented	Spoke	Trained
Publicized	Researched	Steered	Translated
Purchased	Resolved	Stimulated	Tripled
	Revamped	Strengthened	
Recommended	Reviewed	Structured	Upgraded
Reconciled	Revitalized	Summarized	Underwrote
Recorded		Supervised	
Recruited	Scheduled	Supported	Wrote