

RESUME ACTION WORDS

Leadership & Initiative

- Led
- Coordinated
- Facilitated
- Organized
- Chaired
- Directed
- Managed
- Oversaw
- Spearheaded
- Took initiative

Communication

- Presented
- Spoke
- Advocated
- Wrote
- Explained
- Informed
- Educated
- Collaborated
- Interpreted
- Persuaded

Teamwork & People Skills

- Assisted
- Supported
- Collaborated
- Partnered
- Volunteered
- Mentored
- Co-led
- Contributed
- Participated
- Engaged

Planning & Execution

- Developed
- Designed
- Implemented
- Built
- Coordinated
- Arranged
- Scheduled
- Created
- Prepared
- Executed

Analysis & Problem Solving

- Researched
- Identified
- Analyzed
- Evaluated
- Improved
- Solved
- Assessed
- Investigated
- Measured
- Addressed

Tech & Digital Work

- Managed
- Designed
- Created
- Edited
- Posted
- Updated
- Programmed
- Entered
- Utilized
- Streamlined

Impact-Oriented Words

- Increased
- Expanded
- Improved
- Boosted
- Strengthened
- Reduced
- Raised awareness
- Reached
- Achieved
- Delivered

Example Bullet Points Using These Verbs:

Co-led a team of 10 students to organize a youth advocacy summit with 150 attendees

Presented research findings to city council on teen mental health needs

Managed Instagram content for a nonprofit, increasing reach by 30%

