

# Bullet points & action verbs!

## ✓ Creating an evidence-based resume

- Your resume is a **storytelling tool** that can help you “present” yourself in a competitive job market.
- ▶ You should **create** an evidence-based resume to:
  - **Demonstrate your skills**, accomplishments and potential
  - **Better understand who you are** and can share what you have to offer
  - **Provide specific proof** that you are a great candidate!

## ✓ Write strong evidence-based bullet points using the WHO Method

- **W- What** did you do (tasks/project)
- **H- How** did you do the work (skills, strategies, methods, tools, attitudes)
- **O- Outcomes** associated with the work (results, impact, contribution, intention, scope)

**a**ction verbs should start all of your resume bullet points. **Organized here by skill areas**, these action verbs are dynamic words that will provide greater evidence of **your transferable skills**.

### COMMUNICATION

- |              |             |
|--------------|-------------|
| addressed    | explained   |
| apprised     | informed    |
| arbitrated   | interpreted |
| attested     | lectured    |
| authored     | marketed    |
| clarified    | persuaded   |
| communicated | presented   |
| composed     | promoted    |
| convinced    | publicized  |
| corresponded | queried     |
| drafted      | reported    |
| edited       | spoke       |
|              | summarized  |
|              | translated  |
|              | wrote       |

### ANALYSIS

- |                |              |               |
|----------------|--------------|---------------|
| analyzed       | determined   | prescribed    |
| ascertained    | devised      | prioritized   |
| assessed       | diagnosed    | projected     |
| compared       | estimated    | questioned    |
| computed       | evaluated    | rated         |
| conceptualized | examined     | recommended   |
| concluded      | forecasted   | researched    |
| confirmed      | formulated   | scrutinized   |
| critiqued      | integrated   | studied       |
| deciphered     | investigated | substantiated |
| deliberated    | justified    | synthesized   |
|                | measured     | validated     |
|                | negotiated   | verified      |

### INITIATIVE

- |              |              |            |             |
|--------------|--------------|------------|-------------|
| accelerated  | coordinated  | increased  | multiplied  |
| accomplished | created      | initiated  | overhauled  |
| achieved     | dedicated    | innovated  | pioneered   |
| acquired     | demonstrated | inspired   | revamped    |
| advanced     | enriched     | introduced | revised     |
| bolstered    | established  | launched   | spearheaded |
| boosted      | expanded     | minimized  | stimulated  |
| built        | expedited    | mobilized  | suggested   |
|              | implemented  | modernized | updated     |
|              | improved     | modified   | upgraded    |

**Don't forget!**  
Pay attention to the verb tense used describing each experience.

## CREATIVITY

brainstormed  
constructed  
designed  
engineered  
envisioned  
fabricated  
illustrated  
produced  
shaped  
visualized

## ORGANIZATION

arranged  
assembled  
budgeted  
calculated  
catalogued

centralized  
charted  
classified  
collected  
compiled  
consolidated  
correlated  
indexed  
linked  
orchestrated

organized  
oriented  
planned  
processed  
purchased  
recorded  
regulated  
scheduled  
systematized  
tabulated

## PROBLEM-SOLVING

aided  
alleviated  
ameliorated  
augmented  
counseled  
customized  
debugged  
eased  
elevated  
enlarged  
extended

extracted  
finalized  
fulfilled  
generated  
identified  
interceded  
invented  
lightened  
polished  
procured  
reconciled  
rectified  
reduced

refined  
reformed  
rehabilitated  
reinforced  
rejuvenated  
relieved  
remedied  
remodeled  
repaired  
restored  
retrieved  
revitalized  
revived

settled  
solicited  
solved  
streamlined  
strengthened  
supplemented  
transformed

accommodated  
adapted  
adjusted  
altered  
amended

balanced  
converted  
grew  
improvised  
tailored

## FLEXIBILITY

## LEADERSHIP

administered  
advised  
allocated  
allowed  
appointed  
approved  
assigned  
authorized  
chaired  
coached  
delegated  
designated

directed  
educated  
elicited  
employed  
empowered  
enabled  
encouraged  
endorsed  
enhanced  
facilitated  
fostered  
founded  
guided  
hired

influenced  
instructed  
interviewed  
judged  
led  
moderated  
monitored  
motivated  
officiated  
recruited  
sanctioned  
supervised  
trained

Action verbs are also  
for **cover letters**  
& **interviews!**

assisted  
collaborated  
contributed  
cooperated  
mediated  
participated  
partnered

## TEAMWORK

## ...AND MORE!

acted  
activated  
added  
admitted  
apportioned  
appraised  
approximated  
attained

audited  
certified  
commissioned  
committed  
consented  
contracted  
disbursed  
dispatched  
displayed  
enlisted  
excelled  
executed

exercised  
familiarized  
figured  
guaranteed  
indicated  
instituted  
involved  
issued  
licensed  
maintained  
operated  
performed

prepared  
programmed  
realized  
related  
reserved  
reviewed  
satisfied  
screened  
secured  
served  
set  
smoothed

sought  
specified  
submitted  
surveyed  
sustained  
traced  
transacted  
transmitted  
valued