

Resume Action Verbs for Business Majors

Accounting and Finance

Accumulated	Organized	Examined
Balanced	Allotted	Quantified
Defrayed	Collected	Assessed
Maintained	Divested	Counteracted
Accrued	Planned	Estimated
Boosted	Analyzed	Researched
Detailed	Computed	Audited
Managed	Economized	Cut
Administered	Prepared	Forecasted
Budgeted	Appraised	Solved
Developed	Controlled	Averted
Negotiated	Executed	Decreased
Allocated	Projected	Interpreted
Calculated	Attended	Sourced
Disbursed	Corrected	Verified

Management and Leadership

Advocated	Developed	Enforced
Formed	Hired	Instituted
Mentored	Operated	Prioritized
Recruited	Sponsored	Supervised
Approved	Diagnosed	Enlisted
Founded	Influenced	Instructed
Moderated	Originated	Processed
Represented	Staged	Taught
Authorized	Directed	Ensured
Governed	Initiated	Integrated
Monitored	Oversaw	Produced
Responded	Started	Trained
Counseled	Disseminated	Examined
Guided	Inspired	Led
Motivated	Pioneered	Promoted
Reviewed	Streamlined	Explained
Determined	Elected	Managed
Headed	Installed	Recommended
Negotiated	Presided	
Spearheaded	Strengthened	

Administrative and Organizational

Arranged	Routed	Prepared
Ensured	Collected	Strengthened
Maintained	Explained	Disseminated
Reorganized	Organized	Initiated
Assembled	Scheduled	Processed
Examined	Coordinated	Updated
Monitored	Formalized	Distributed
Reviewed	Planned	Installed
Catalogued	Streamlined	Recorded
Executed	Developed	
Operated	Implemented	

Communication and Interpersonal

Advised	Scheduled	Proofread
Corresponded	Authored	Taught
Interpreted	Educated	Conducted
Recruited	Planned	Handled
Answered	Screened	Publicized
Demonstrated	Briefed	Trained
Interviewed	Explained	Constructed
Reported	Presented	Informed
Apprised	Spoke	Published
Drafted	Clarified	Translated
Introduced	Facilitated	Contacted
Responded	Projected	Instructed
Assessed	Summarized	Reconciled
Edited	Composed	Wrote
Lectured	Familiarized	

Analytical, Research, and Technical

Administered	Discovered	Inspected
Developed	Improved	Researched
Generated	Programmed	Classified
Maintained	Audited	Edited
Analyzed	Documented	Installed
Devised	Increased	Restored
Identified	Reduced	Compiled
Operated	Charted	Evaluated
Assessed	Drafted	Instituted

Searched
 Computed
 Examined
 Integrated
 Streamlined
 Conducted
 Expanded

Interfaced
 Surveyed
 Consulted
 Forecasted
 Interpreted
 Systematized
 Designed

Formed
 Interviewed
 Tested
 Detected
 Gathered
 Launched
 Wrote

Creative and Innovative

Arranged
 Developed
 Initiated
 Presented
 Authored
 Devised
 Invented
 Produced
 Composed
 Directed

Launched
 Revitalized
 Conceived
 Edited
 Modernized
 Revolutionized
 Conceptualized
 Established
 Originated
 Shaped

Created
 Fashioned
 Performed
 Stimulated
 Designed
 Formulated
 Planned
 Updated

Marketing and Selling

Arbitrated
 Educated
 Increased
 Proposed
 Attained
 Ensured
 Influenced
 Publicized
 Augmented
 Established
 Integrated
 Published
 Boosted
 Exceeded
 Launched
 Purchased
 Broadened
 Excelled

Led
 Researched
 Calculated
 Expanded
 Maintained
 Resolved
 Centralized
 Expedited
 Marketed
 Revamped
 Consulted
 Familiarized
 Mediated
 Revitalized
 Convinced
 Gained
 Negotiated
 Secured

Decreased
 Generated
 Performed
 Sold
 Developed
 Identified
 Persuaded
 Solicited
 Dissuaded
 Implemented
 Produced
 Strengthened
 Documented
 Improved
 Promoted
 Supplemented