



Action Verbs for Resumes



Organized

Assisted

Observed

Collaborated

Delivered

Hosted

Achieved

Presented

Coordinated

Created

Mentored

Maximized

Advertised

Managed

Planned

Led

Participated


Wrote

Increased

Attained

Present Tense VS. Future Tense

Present tense can be used when describing current activities or jobs



Past tense can be used when describing past activities or jobs

