

Action Verbs

for your resume and cover letter

Powerful verbs for all programs

Achieved
 Accomplished
 Contributed
 Collaborated
 Communicated
 Conducted stewardship
 Engaged
 Initiated
 Learned
 Led
 Mentored
 Organized
 Prepared
 Presented
 Reported

GRUNT & Jr. GRUNT

Completed
 Demonstrated
 Developed
 Discovered
 Experienced
 Explored
 Graduated
 Hiked
 Identified
 Investigated
 Participated
 Researched
 Studied

(also look at YCC list for verbs related to ivy pulling, trail building and planting)

YCC No Ivy League, Trails, Trees

Built	Improved	Prevented
Calculated	Installed	Protected
Collected (data)	Interacted	Pruned
Conserved	Located	Removed
Constructed	Maintained	Repaired
Deconstructed	Measured	Represented
Demonstrated	Motivated	Restored
Enhanced	Operated (hand tools)	Routed
Established	Organized	Trained
Evaluated	Planted	Watered
Examined	Presented	Weeded
Identified		

Nature Day Camp & TNT

Advised	Evaluated	Planned
Analyzed	Explored	Presented
Cared for	Facilitated	Produced
Coached	Guided	Recommended
Collaborated	Improved	Listened
Communicated	Influenced	Mediated
Conserved	Informed	Motivated
Created	Instilled	Reinforced
Critiqued	Interacted	Responded
Delivered	Interpreted	Scheduled
Designed	Instructed	Solved
Determined	Helped	Spoke
Developed	Hiked	Supervised
Directed	Managed (groups)	Surveyed
Educated	Observed	Trained
Emphasized	Partnered	Translated
Empowered		
Encouraged		

Please recommend other verbs that should be on this list!



Get Started.....

Do this activity with a partner or two to get inspired to write your resume!

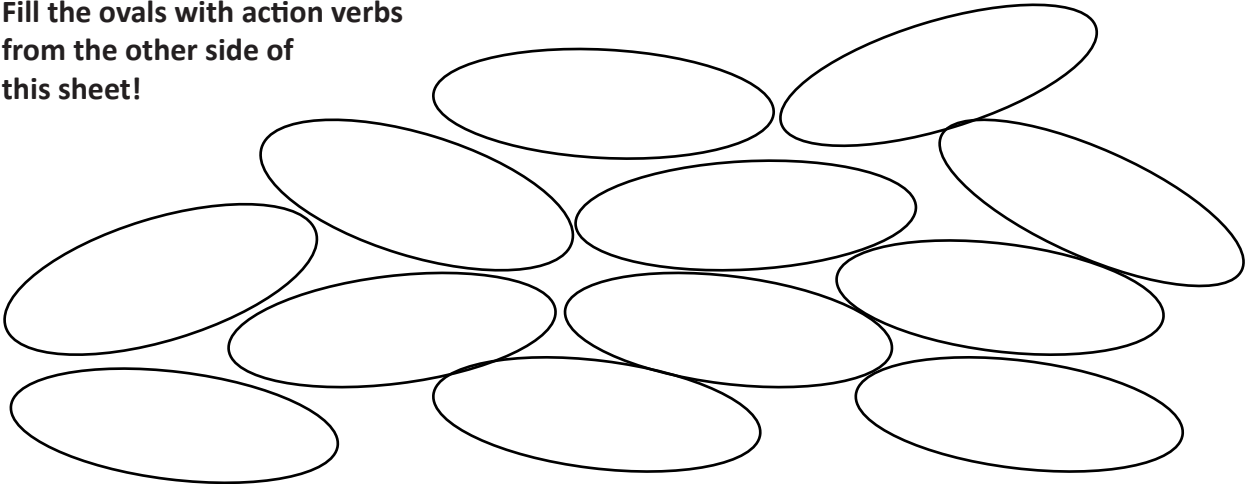
Program or job you want to work on: _____

STEP 1

Write down everything you remember about your job / program:

STEP 2

Fill the ovals with action verbs from the other side of this sheet!



STEP 3

Make bullet points that begin with action verbs listed above. Bullet points do not have to be complete sentences and they don't have to have a period at the end. Do not say "I" or "we."

- _____
- _____
- _____
- _____

