

COLLEGE ESSAY GUY'S EPIC LIST OF ACTIVITIES LIST VERBS

Proof You Accomplished Something

achieved
attained
awarded
completed
delivered
demonstrated
earned
eliminated
enlisted
ensured
exceeded
expanded
founded

grew
improved
reduced
resolved
(problems)
reached
rehabilitated
revitalized
spearheaded
succeeded
surpassed
transformed

Creative/Design

adapted
conceptualized
created
customized
designed
developed
devised
directed
drafted
established
founded
illustrated

initiated
instituted
integrated
introduced
invented
originated
performed
planned
redesigned
shaped
tailored
wrote

Analytical/Research

analyzed
collected
confirmed
critiqued
discovered
documented
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
quantified
reviewed

summarized
surveyed
systematized
organized
oversaw
planned
prioritized
produced
recommended
researched
reviewed
scheduled
strengthened
supervised
tested
tracked

Management/Leadership Skills

led
managed
motivated
oversaw
partnered
planned
prioritized
produced
replaced
restored
restructured
set
supervised

campaigned
consolidated
contacted
converted
coordinated
developed
directed
established
evaluated
founded
generated
improved
increased
recruited

Helping

advocated
answered
assessed
assisted
cared for
coached
counseled
demonstrated
diagnosed
educated

expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented
supported

Organizing/Detail Oriented

approved
arranged
catalogued
classified
collected
compiled
coordinated
customized
executed
generated
implemented
inspected

monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated

People Skills/Communication

addressed
advertised
arranged
authored
collaborated
composed
contacted
convinced
corresponded
developed
directed
discussed
documented
drafted
edited
enlisted

formulated
influenced
interacted
interpreted
interviewed
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
recruited
spoke
translated
wrote

Technical Skills/Building stuff

adapted
assembled
built
calculated
computed
customized
designed
devised
engineered
fabricated
integrated

maintained
operated
overhauled
programmed
redesigned
remodeled
repaired
replaced
restored
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
critiqued
coordinated
demystified
developed
enabled
encouraged
enforced
evaluated
explained

facilitated
guided
informed
instructed
integrated
motivated
persuaded
set
goals
supported
taught
trained
tutored

Financial/Money stuff

administered
analyzed
appraised
balanced
budgeted
calculated
computed
developed

fundraised
managed
marketed
planned
projected
raised
researched

Important Note About Overdoing Your Verbs:

It is possible to sound overwritten, like you had a professional resume writer write your resume. This usually happens when the verbs sound just a little too corporate. For reference, below are some examples I would not recommend using--unless the word is the absolute perfect word!--as they'd make me wonder if the student hired a professional resume writer. I'm not going to say 100% DO NOT use these words, but at the very least proceed with caution.

"Corporate" Verbs I Would Caution Against Using on Your Activities List

allocated
apprised
arbitrated
audited
augmented
briefed
dispatched
executed
expedited
familiarized
formalized
forecasted
forged
fostered

interceded
maximized
outpaced
presided
projected
queried
simulated
standardized
stimulated
substantiated
transmitted
validated
yielded



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Sources:

<http://hs.harvard.edu/dept/opia/job-search-toolkit/action-verbs/>
https://careerservices.uni.edu/sites/default/files/docs/resume_verbs.pdf
<http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>
https://drive.google.com/file/d/0B1tv+eW6tGtT_Qjg3NZEzjdXlW8/view?usp=sharing
<http://hrweb.berkeley.edu/sites/default/files/attachments/action-verbs.pdf>
<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>