

CULINARY AND HOSPITALITY ACTION VERBS

Action verbs should be used abundantly throughout your resume and cover letters to promote your achievements. On your resume, begin your bullet points with various action verbs.

*If you believe any verbs listed below would work for your resume, feel free to use them - just be sure not to use the same verb repeatedly!

EFFECTIVE ACTION VERBS FOR ANY RESUME

Accepted	Demonstrated	Observed	Presented
Assisted	Ensured	Ordered	Provided
Collaborated	Handled	Performed	

CULINARY/BAKING & PASTRY

Assembled	Fabricated	Measured	Reduced
Baked	Formed	Mixed	Roasted
Braised	Grilled	Piped	Sautéed
Constructed	Iced	Plated	Scaled
Created	Increased	Portioned	Shaped
Decorated	Marinated	Prepared	

HOSPITALITY

Addressed	Expedited	Inspected	Represented
Advised	Facilitated	Maintained	Served
Aided	Familiarized	Operated	Scheduled
Answered	Generated	Processed	Supported
Collected	Greeted	Purchased	
Coordinated	Guided	Recorded	
Delivered	Helped	Responded	

ACTION VERBS THAT HIGHLIGHT LEADERSHIP/MANAGERIAL ABILITIES

Achieved	Exceeded	Managed	Supervised
Consolidated	Implemented	Persuaded	Trained
Enhanced	Improved	Planned	Updated
Evaluated	Led	Strengthened	