

Resume – Action Verbs

Accomplished	Decided	Inspected	Qualified
Achieved	Defined	Installed	Raised
Acted	Demonstrated	Integrated	Realized
Activated	Derived	Interpreted	Reasoned
Adapted	Designed	Interviewed	Recommended
Addressed	Detailed	Inventoried	Recruited
Administered	Determined	Investigated	Reduced
Advised	Developed	Judged	Referred
Aided	Devised	Launched	Related
Allocated	Diagnosed	Learned	Reorganized
Analyzed	Diagrammed	Led	Reported
Answered	Directed	Lifted	Represented
Appointed	Dissected	Listed	Researched
Appraised	Distributed	Listened	Responded
Approved	Edited	Logged	Restored
Arbitrated	Effectuated	Made	Reviewed
Arranged	Eliminated	Maintained	Scheduled
Assembled	Employed	Managed	Selected
Assessed	Enforced	Manipulated	Served
Augmented	Engaged	Mediated	Set up
Awarded	Established	Mentored	Sold
Broadened	Estimated	Met	Specialized
Budgeted	Evaluated	Modeled	Streamlined
Built	Examined	Modified	Structured
Calculated	Explained	Monitored	Studied
Catalogued	Extracted	Motivated	Suggested
Charted	Filed	Negotiated	Summarized
Checked	Financed	Observed	Supervised
Classified	Fixed	Obtained	Supported
Coached	Focused	Offered	Synthesized
Collected	Followed	Operated	Taught
Communicated	Formulated	Ordered	Team-built
Compiled	Founded	Organized	Tested
Complied	Gathered	Oriented	Trained
Completed	Gave	Originated	Transcribed
Composed	Generated	Oversaw	Translated
Computed	Guided	Participated	Treated
Conceived	Handled	Perceived	Tutored
Conceptualized	Headed	Performed	Typed
Condensed	Helped	Persuaded	Umpired
Conducted	Identified	Piloted	Understood
Constructed	Illustrated	Planned	Understudied
Consulted	Implemented	Prepared	Unified
Contrived	Improved	Presented	United
Controlled	Incorporated	Preserved	Upgraded
Cooperated	Increased	Processed	Utilized
Coordinated	Influenced	Produced	Verified
Corresponded	Informed	Programmed	Volunteered
Counseled	Initiated	Projected	Weighed
Created	Innovated	Publicized	Wrote