



Resume Action Verbs

Accelerated	Founded	Recorded
Accomplished	Gained	Recruited
Achieved	Gathered	Redesigned
Acted	Generated	Reduced
Adapted	Governed	Regulated
Added	Guided	Reinforced
Administered	Handled	Renegotiated
Advised	Headed	Reorganized
Analyzed	Identified	Reported
Arranged	Impacted	Represented
Assembled	Implemented	Researched
Assessed	Improved	Resolved
Broadened	Increased	Reviewed
Budgeted	Initiated	Revised
Built	Inspected	Revitalized
Calculated	Installed	Rewrote
Centralized	Instituted	Scheduled
Changed	Instructed	Screened
Clarified	Interviewed	Selected
Classified	Interpreted	Served
Collaborated	Introduced	Shaped
Collected	Invented	Simplified
Compiled	Launched	Sold
Completed	Lectured	Solved
Composed	Led	Spearheaded
Conducted	Liaised	Standardized
Conceived	Maintained	Steered
Concluded	Managed	Streamlined
Constructed	Marketed	Strengthened
Controlled	Mastered	Structured
Coordinated	Maximized	Studied
Counseled	Mediated	Suggested
Created	Minimized	Summarized

Defined	Modeled	Supervised
Delegated	Monitored	Supported
Delivered	Motivated	Surpassed
Derived	Negotiated	Surveyed
Demonstrated	Operated	Synthesized
Designed	Optimized	Taught
Determined	Orchestrated	Tested
Developed	Organized	Trained
Devised	Originated	Translated
Directed	Participated	Unified
Discovered	Performed	Updated
Documented	Persuaded	Upgraded
Earned	Planned	Utilized
Edited	Predicted	Verbalized
Enabled	Prepared	Verified
Energized	Presented	Visualized
Enhanced	Prioritized	Worked
Established	Processed	Wrote
Evaluated	Produced	
Examined	Programmed	
Executed	Promoted	
Expanded	Proposed	
Expedited	Proved	
Fabricated	Provided	
Facilitated	Publicized	
Followed	Published	
Formed	Purchased	
Formulated	Recommended	