

## Action Verbs For Your Resume

accelerated	compared	earned
accomplished	compiled	economized
achieved	completed	edited
acquired	composed	educated
acted	compounded	elected
adapted	computed	eliminated
adjusted	conceived	encouraged
administered	conceptualized	engineered
advertised	conciliated	enlarged
advised	concluded	enlisted
advocated	conducted	established
affected	conserved	estimated
aided	consolidated	evaluated
allocated	constructed	examined
analyzed	consulted	exceeded
answered	contacted	exchanged
anticipated	contracted	executed
applied	controlled	exhibited
appointed	converted	expanded
appraised	cooperated	expedited
approached	coordinated	explained
approved	copied	facilitated
arbitrated	corresponded	familiarized
arranged	counseled	filed
assembled	created	financed
assessed	created profits	forecasted
assigned	criticized	formed
assisted	critiqued	formulated
attained	cut	fostered
audited	dealt with	founded
authored	decided	gathered
authorized	decorated	generated
began	defined	governed
bought	delegated	guided
bolstered	delivered	handled
briefed	demonstrated	headed
broadened	designed	helped
budgeted	detailed	hired
built	detected	identified
calculated	determined	illustrated
cared for	developed	implemented
catalogued	devised	improved
categorized	diagnosed	incorporated
centralized	directed	increased
chaired	disciplined	indexed
charted	discovered	indoctrinated
clarified	dispensed	influenced
classified	disproved	informed
coached	disseminated	initiated
coded	distributed	innovated
collaborated	doubled	inspected
collected	drafted	installed
communicated	drew up	instituted

instructed  
integrated  
interacted  
interpreted  
interviewed  
introduced  
invented  
investigated  
landscaped  
launched  
learned  
lectured  
led  
liquidated  
listened  
located  
logged  
made decisions  
maintained  
managed  
manipulated  
marketed  
measured  
mediated  
memorized  
mentored  
merchandised  
moderated  
modified  
monitored  
motivated  
multiplied profit  
multiplied sales  
navigated  
negotiated  
obtained  
operated  
ordered  
organized  
originated  
outlined  
oversaw  
participated  
perceived  
performed  
persuaded  
pioneered  
planned  
prepared  
prescribed  
presented  
presided  
prevented  
printed  
processed  
produced

programmed  
progressed  
projected  
promoted  
proposed  
protected  
provided  
publicized  
published  
purchased  
realized  
received  
recommended  
reconciled  
recorded  
recruited  
rectified  
re-designed  
reduced  
re-evaluated  
referred  
regulated  
related  
rendered  
renewed  
reorganized  
repaired  
reported  
represented  
researched  
resolved  
responded  
restored  
restored profits  
restructured  
retrieved  
reviewed  
revised  
routed  
saved  
scanned  
scheduled  
screened  
searched  
selected  
served  
simplified  
sold  
solved  
sparked  
speak languages  
specified  
spoke  
sponsored  
staffed  
standardized

started  
stimulated  
strengthened  
structured  
studied  
succeeded  
summarized  
supervised  
supplied  
supported  
surpassed  
surveyed  
sustained  
synthesized  
systematized  
tailored  
talked  
taught  
tested  
trained  
transformed  
translated  
transmitted  
trimmed  
tripled  
tutored  
typed  
uncovered  
unified  
united  
unraveled  
updated  
used  
utilized  
verified  
widened  
won  
wrote