

RESUME ACTION VERBS

Achieved	Conducted	Entered
Acquired	Conferenced	Established
Addressed	Considered	Estimated
Adjusted	Constructed	Evaluated
Administered	Consulted	Examined
Advised	Contacted	Expanded
Allocated	Contributed	Expedited
Analyzed	Controlled	Experienced
Answered	Converted	Experimented
Appeared	Coordinated	Explained
Applied	Corrected	Explored
Appointed	Counseled	Expressed
Appraised	Counted	Extended
Approved	Created	Filed
Arbitrated	Credited	Filled
Arranged	Critiqued	Financed
Assessed	Dealt	Forecasted
Assigned	Decided	Formulated
Assured	Defended	Gathered
Attained	Defined	Granted
Attended	Delegated	Headed
Audited	Delivered	Identified
Briefed	Demonstrated	Implemented
Budgeted	Described	Improved
Catalogued	Designed	Incorporated
Caused	Determined	Indexed
Chaired	Developed	Initiated
Changed	Devised	Inspected
Classified	Diagnosed	Installed
Closed	Directed	Instituted
Collected	Discussed	Instructed
Combined	Distributed	Interpreted
Commented	Documented	Interviewed
Communicated	Drafted	Introduced
Compared	Earned	Invented
Completed	Edited	Investigated
Computed	Elected	Involved
Conceived	Eliminated	Issued
Conceptualized	Endorsed	Kept
Concluded	Enlarged	Launched
Condensed	Enlisted	Leased

Led
Licensed
Listed
Logged
Maintained
Managed
Matched
Measured
Mediated
Met
Modified
Monitored
Moved
Named
Negotiated
Observed
Offered
Opened
Operated
Ordered
Organized
Oversaw
Participated
Perceived
Performed
Persuaded
Planned
Prepared
Presented
Presided
Processed
Procured
Produced
Programmed
Prohibited
Projected
Promoted
Proposed
Provided
Published
Purchased
Pursued
Qualified
Ranked
Rated
Received

Recommended
Reconciled
Recorded
Recruited
Reduced
Regulated
Related
Replaced
Replied
Reported
Represented
Researched
Responded
Revamped
Reviewed
Revised
Scheduled
Selected
Served
Serviced
Solved
Sought
Specified
Spoke
Started
Strengthened
Studied
Submitted
Substituted
Suggested
Summarized
Supervised
Surveyed
Targeted
Taught
Tested
Toured
Traced
Trained
Transferred
Translated
Transported
Traveled
Treated
Turned
Uncovered

Updated
Used
Utilized
Visited
Worked
Wrote