

How to Guide:

Resume Action Verbs

Abstracted	Calculated	Created	Familiar with
Accommodated	Cared	Critiqued	Founded
Accomplished	Catalogued	Cultivated	Generated
Achieved	Chaired	Debated	Honored as
Acquired	Charged	Delegated	Identified
Acted	Checked	Delivered	Implemented
Adapted	Chose	Demonstrated	Improved
Addressed	Clarified	Designed	Increased
Administered	Classified	Detailed	Indicated
Advertised	Coached	Detected	Influenced
Advised	Collaborated	Determined	Informed
Advocated	Collected	Developed	Initiated
Affected	Comforted	Devised	Innovated
Aided	Communicated	Diagnosed	Inspected
Allocated	Compared	Directed	Installed
Analyzed	Compiled	Discovered	Instituted
Answered	Completed	Dispensed	Instructed
Anticipated	Composed	Displayed	Instrumental
Appraised	Computed	Dissected	Integrated
Approached	Conceived	Distributed	Interpreted
Approved	Conceptualized	Documented	Interviewed
Arranged	Condensed	Drafted	Introduced
Assembled	Conducted	Edited	Invented
Assessed	Constructed	Educated	Investigated
Assigned	Consulted	Effected	Judged
Audited	Contributed	Eliminated	Launched
Authored	Controlled	Empathized	Lead
Authorized	Converted	Established	Learned
Balanced	Cooperated	Evaluated	Lectured
Briefed	Coordinated	Expanded	Led
Brought	Correlated	Expedited	Liaison
Budgeted	Corresponded	Expertise in	Listened
Built	Counseled	Facilitated	Located

How to Guide:

Resume Action Verbs

Manipulated	Planned	Related	Substantiated
Mapped	Practiced	Remodeled	Succeeded
Marketed	Predicted	Renewed	Summarized
Mastered	Prepared	Reorganized	Supervised
Maximized	Presented	Repaired	Supported
Mediated	Presided	Reported	Surveyed
Mentored	Prioritized	Represented	Systematized
Merchandised	Problem-solved	Researched	Tabulated
Minimized	Processed	Responded	Taught
Moderated	Produced	Responsible	Teach
Modified	Proficient	Resolved	Team-built
Monitored	Programmed	Revamped	Tested
Motivated	Projected	Reviewed	Theorized
Narrated	Promoted to	Revised	Tracked
Negotiated	Proposed	Scanned	Trained
Notified	Protected	Scheduled	Transcribed
Observed	Proved	Selected	Transformed
Obtained	Provided	Served	Translated
Offered	Publicized	Set up	Traveled
Opened	Published	Shaped	Tutored
Operated	Purchased	Simplified	Unified
Ordered	Questioned	Sold	Upgraded
Organized	Rationalized	Solicited	Used
Originated	Reasoned	Solved	Utilized
Overcame	Received	Specialized	Validated
Oversaw	Recommend	Standardized	Verified
Packed	Recorded	Stimulated	Visualized
Participated in	Recruited	Strategized	Worked closely with
Perceived	Re-designed	Streamlined	Wrote
Perfected	Reduced	Strengthened	
Performed	Referred	Stressed	
Persuaded	Regulated	Structured	
Pinpointed	Reinforced	Studied	