

Action Verbs for Writing Resumes

A ccelerated	Advised	Assembled	Built	Coded	Conceived	Conveyed	Debated
Accessed	Advocated	Assessed	C alculated	Co-developed	Conceptualized	Convinced	Debugged
Accommodated	Aided	Assigned	Campaigned	Co-directed	Concluded	Cooperated	Decided
Accomplished	Alerted	Assisted	Captured	Co-led	Condensed	Coordinated	Declared
Accounted for	Allocated	Associated	Catalogued	Collaborated	Conducted	Copied	Decreased
Accumulated	Altered	Assured	Categorized	Collated	Conferred	Corrected	Defined
Achieved	Amplified	Attained	Caused	Collected	Conserved	Correlated	Delegated
Acquired	Analyzed	Attracted	Centralized	Co-managed	Considered	Corresponded	Deleted
Acted	Answered	Audited	Chaired	Combined	Consolidated	Corroborated	Delivered
Activated	Anticipated	Authored	Championed	Commanded	Constructed	Counseled	Demonstrated
Adapted	Applied	Authorized	Changed	Commended	Consulted	Counted	Deployed
Added	Appointed	Automated	Channeled	Commented	Contacted	Crafted	Described
Addressed	Appraised	Awarded	Charted	Communicated	Contained	Created	Designated
Adjourned	Approved	B alanced	Checked	Compared	Continued	Critiqued	Designed
Adjudicated	Arbitrated	Boosted	Choreographed	Competed	Contracted	Crowned	Detailed
Adjusted	Arraigned	Bought	Clarified	Compiled	Contrasted	Cultivated	Detected
Administered	Arranged	Briefed	Classified	Completed	Contributed	Customized	Determined
Advanced	Arrested	Broadened	Closed	Composed	Controlled	Cut	Developed
Advertised	Articulated	Budgeted	Coached	Computed	Converted	D ealt	Devised

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Diagnosed	Dramatized	Engineered	Experimented	Forged	Graphed	Impacted	Insured
Diagrammed	Drew	Enhanced	Explained	Formalized	Grew	Implemented	Integrated
Differentiated	Drove	Enlarged	Explored	Formed	Grouped	Improved	Interacted
Directed	E arned	Enlisted	Expressed	Formulated	Guided	Improvised	Interpreted
Discovered	Economized	Ensured	Extended	Fortified	H alted	Incorporated	Intervened
Discussed	Edited	Entered	Extracted	Fostered	Harmonized	Increased	Interviewed
Dispatched	Educated	Entertained	Extrapolated	Found	Harnessed	Indexed	Introduced
Dispensed	Elected	Erased	F abricated	Founded	Headed	Indoctrinated	Invented
Displayed	Eliminated	Established	Facilitated	Framed	Heightened	Influenced	Inventoried
Disproved	Emphasized	Estimated	Familiarized	Fulfilled	Helped	Informed	Invested
Dissected	Employed	Evaluated	Fashioned	Furnished	Highlighted	Initiated	Investigated
Distinguished	Enabled	Examined	Filed	Furthered	Hired	Innovated	Involved
Distributed	Enacted	Excavated	Filled	G ained	Honed	Inserted	Issued
Diversified	Encouraged	Exceeded	Finalized	Gathered	Hosted	Inspected	J oined
Diverted	Ended	Executed	Financed	Generalized	Hypothesized	Inspired	Judged
Divided	Endorsed	Exhibited	Fine-tuned	Generated	I dentified	Installed	Justified
Documented	Energized	Expanded	Fixed	Graded	Illustrated	Instilled	L abeled
Doubled	Enforced	Expedited	Focused	Graduated	Imagined	Instituted	Launched
Drafted	Engaged	Experienced	Forecasted	Granted		Instructed	

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Learned	Mastered	Monitored	Outsourced	Presented	Published	Reconciled	Rejected
Lectured	Matched	Motivated	Overcame	Presided	Purchased	Recorded	Related
Lectured	Maximized	Moved	Overhauled	Prevented	Q uadrupled	Recruited	Remodeled
Led	Measured	N amed	Oversaw	Printed	Qualified	Rectified	Rendered
Leveraged	Mediated	Navigated	P ainted	Prioritized	Queried	Recycled	Renegotiated
Liaised	Memorized	Negotiated	Participated	Processed	Questioned	Redacted	Reorganized
Lifted	Mentored	Netted	Perceived	Procured	R aised	Redesigned	Repaired
Listed	Merged	Normalized	Performed	Produced	Ran	Reduced	Replaced
Listened	Met	O bserved	Persuaded	Programmed	Ranked	Re-entered	Replied
Loaded	Met with	Obtained	Photographed	Projected	Rated	Reevaluated	Reported
Located	Mined	Offered	Piloted	Promoted	Reached	Referred	Repositioned
Logged	Minimized	Opened	Pinpointed	Proofread	Read	Refined	Represented
M ade	Mitigated	Operated	Pioneered	Propelled	Realigned	Reformed	Reproduced
Magnified	Mobilized	Orchestrated	Placed	Proposed	Realized	Reframed	Researched
Maintained	Modeled	Ordered	Planned	Prorated	Reasoned	Regained	Reserved
Managed	Moderated	Organized	Played	Protected	Received	Registered	Reshaped
Manipulated	Modernized	Originated	Predicted	Proved	Recognized	Regulated	Resolved
Mapped	Modified	Outlined	Prepared	Provided	Recommended	Rehabilitated	Responded
Marketed	Molded		Prescribed	Publicized		Reinforced	Restored

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Restrained	Separated	Sought	Succeeded	Targeted	Transmitted	Unearthed	Weighed
Restructured	Served	Spearheaded	Suggested	Taught	Transported	Unified	Widened
Retained	Serviced	Specialized	Summarized	Terminated	Traveled	United	Wired
Retrained	Set	Specified	Supervised	Tested	Treated	Unraveled	Won
Retrieved	Setup	Spoke	Supplemented	Testified	Triggered	Updated	Worked
Returned	Sewed	Sponsored	Supplied	Tightened	Trimmed	Upgraded	Wrote
Reunited	Shaped	Staffed	Supported	Took	Tripled	Upheld	
Reviewed	Shared	Standardized	Surpassed	Took over	Triumphed	Urged	
Revised	Shifted	Started	Surveyed	Totaled	Troubleshoot	Used	
Revitalized	Showed	Stated	Sustained	Toured	Turned	Utilized	
Rewrote	Signed	Steered	Symbolized	Traced	Tutored	Validated	
Routed	Simplified	Stimulated	Synchronized	Tracked	Typed	Verbalized	
S atisfied	Simulated	Streamlined	Synergized	Traded	U mpired	Verified	
Saved	Sketched	Strengthened	Synthesized	Trained	Uncovered	Visited	
Scheduled	Sold	Stretched	Systematized	Transcribed	Understood	Vitalized	
Screened	Solicited	Structured	Systematized	Transferred	Understudied	Volunteered	
Searched	Solidified	Studied	T abulated	Transformed	Undertook	W aged	
Secured	Solved	Submitted	Tackled	Transitioned	Underwent	Warned	
Selected	Sorted	Substituted	Talked	Translated	Underwrote	Washed	