

ACTION VERBS FOR RESUMES

accomplished	enlarged	recorded	catalogued
communicated	investigated	surveyed	developed
drafted	promoted	assessed	guided
informed	specified	created	observed
planned	allocated	financed	restored
selected	constructed	mastered	updated
achieved	equipped	recruited	categorized
compiled	judged	synthesized	devised
dramatized	proposed	assigned	identified
initiated	staged	critiqued	operated
predicted	analyzed	forecasted	retained
served	contacted	measured	utilized
acquired	established	reduced costs	chaired
completed	lectured	systematized	diagnosed
earned	proved	assisted	illustrated
inspected	stimulated	decided	organized
prepared	applied	formulated	revamped
shaped	controlled	mediated	verified
adapted	evaluated	regulated	changed
composed	led	taught	directed
edited	provided	attained	implemented
instructed	studied	delegated	oversaw
presented	appraised	fostered	reviewed
simplified	conveyed	modified	wrote
adjusted	examined	reorganized	coached
computed	located	tested	discovered
elicited	published	budgeted	improved
interpreted	succeeded	demonstrated	participated
presided	approved	functioned	revised
sold	coordinated	monitored	collaborated
administered	expanded	reported	displayed
conceived	maintained	trained	increased
eliminated	raised profits	built	performed
interviewed	suggested	designed	scheduled
processed	arranged	generated	collected
solicited	corresponded	motivated	distributed
advised	explored	researched	influenced
conducted	managed	translated	persuaded
employed	recommended	calculated	searched
introduced	supervised	determined	
produced	assembled	governed	
solved	counseled	negotiated	
advocated	facilitated	resolved	
consolidated	marketed	tutored	