ACTION VERBS
FOR YOUR RESUME

Accommodated
Accomplished
Achieved
Acquired
Acted
Activated
Adapated
Administered
Advanced
Advertised
Advocated
Alleviated
Allocated
Analyzed
Anticipated
Appraised
Approved
Arbitrated
Arranged
Assembled
Assessed
Assigned
Assisted
Audited

Balanced
Budgeted
Built

Calculated
Called
Catalogued
Changed
Chose
Clarified
Classified
Coached
Contacted
Contracted
Contributed
Controlled
Cooperated
Coordinated
Counseled
Created
Critiqued

Debated
Decorated
Defended
Defined
Delivered
Delegated
Demonstrated
Designed
Detected
Determined
Developed
Devised
Diagnosed
Directed
Disciplined
Discovered
Discussed
Dissected
Distributed
Drafted
Dramatized
Drew

Edited
Educated
Eliminated
Encouraged
Enforced
Enhanced
Entertained
Established
Estimated
Evaluated
Examined
Exercised
Exhibited
Expanded
Expedited
Experimented
Explained
Explored
Extended

Facilitated
Fixed
Forecasted

Formulated
Fostered
Founded

Gathered
Generated
Graphed
Grouped
Guided

Held
Helped
Hosted

Identified
Illustrated
Implemented
Improved
Increased
Indexed
Influenced
Initiated
Inspected
Installed
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Investigated

Judged
Justified

Launched
Learned
Lectured
Led
Listened

Maintained
Managed
Manipulated
Mapped
Mediated

Mentored
Modeled
Moderated
Modified
Monitored
Motivated

Navigated
Negotiated

Observed
Obtained
Opened
Operated
Ordered
Organized
Oversaw

Painted
Participated
Performed
Persuaded
Planned
Preached
Predicted
Prepared
Presented
Presided
Prioritized
Processed
Produced
Programmed
Proofread
Promoted
Proposed
Provided
Purchased
Publicized
Published

Raised
Read
Recommended
Reconciled
Recorded
Recruited

Reduced
Refined
Reflected
Reformed
Related
Renewed
Reorganized
Repaired
Reported
Represented
Reproduced
Researched
Resolved
Responded
Restored
Reviewed
Revised

Saved
Scheduled
Screened
Secured
Selected
Served
Shaped
Shared
Simplified
Sold
Solved
Sorted
Spoke

Streamlined
Structured
Studied
Summarized
Supervised
Supported
Sustained
Synthesized

Tabulated
Targeted
Taught
Tended
Tested
Traded

Trained
Translated
Traveled
Tutored

Unified
Updated
Utilized

Validated
Volunteered

Won
Wrote

REMINDER:
Use present tense for current positions and past tense for completed positions!