

RESUME ACTION VERBS

Below is a list of numerous action verbs to assist you in describing your experiences and results you achieved:

accelerated	consolidated	expedited	marketed	represented
accomplished	constructed	experienced	mastered	reproduced
achieved	contacted	experimented	measured	researched
acquired	continued	explained	mediated	resolved
activated	contracted	explored	modeled	responded
adapted	conveyed	facilitated	modified	restored
adjusted	convened	figured	molded	retained
administered	coordinated	financed	monitored	retrieved
advised	corresponded	focused	motivated	reviewed
allocated	counseled	forecasted	named	revised
analyzed	created	formed	negotiated	rewrote
annotated	critiqued	formulated	observed	routed
anticipated	decided	fostered	obtained	schedules
applied	defined	functioned	operated	searched
appraised	delegated	generated	ordered	selected
arranged	delivered	governed	organized	served
articulated	demonstrated	grouped	originated	shaped
assembled	derived	guided	outlined	shared
assessed	designed	handled	oversaw	showed
assigned	detected	helped	perceived	simplified
authored	determined	identified	performed	solicited
balanced	developed	illustrated	persuaded	solved
briefed	devised	implemented	planned	specified
budgeted	directed	improved	presented	spoke
carried out	distributed	informed	presided	stimulated
catalogued	drafted	initiated	printed	structured
categorized	drew up	instituted	produced	studied
chaired	edited	instructed	protected	supervised
clarified	educated	interpreted	provided	supported
coded	effected	interviewed	publicized	synthesized
collaborated	elicited	introduced	questioned	targeted
collected	encouraged	invented	raised	targeted
compared	established	investigated	recommended	taught
compiled	evaluated	judged	recorded	trained
completed	examined	led	reduced	translated
composed	executed	listened	rendered	updated
computed	exhibited	maintained	repaired	utilized
conducted	expanded	managed	reported	wrote