

ACTION VERB LIST FOR RESUMES

Career Center

A

Accelerated
Accommodated
Accomplished
Accounted
Accumulated
Achieved
Acquired
Acted
Activated
Adapted
Added
Addressed
Adjusted
Administered
Adopted
Advanced
Advertised
Advised
Advocated
Affected
Aided
Alleviated
Allocated
Altered
Analyzed
Annotated
Announced
Answered
Anticipated
Applied
Appointed
Appraised
Approved
Arbitrated
Arranged
Articulated
Ascertained
Assembled
Assessed
Assigned
Assisted
Assured
Attained
Attended
Audited
Augmented
Authored
Authorized
Automated

B

Balanced
Began
Billed
Blasted
Bound
Briefed
Broadened

Budgeted

C

Calculated
Calibrated
Canvassed
Cared
Cared for
Catalogued
Categorized
Caused
Cemented
Chaired
Changed
Charted
Checked
Clarified
Classified
Coached
Coded
Collaborated
Collated
Collected
Commenced
Communicated
Compared
Competed
Compiled
Completed
Composed
Compressed
Computed
Conceived
Concentrated
Conceptualized
Conciliated
Condensed
Conducted
Conferred
Confirmed
Confronted
Connected
Considered
Consolidated
Constructed
Consulted
Contacted
Contained
Contracted
Contrasted
Contributed
Controlled
Converted
Cooked
Cooperated
Coordinated
Corrected
Correlated
Corresponded

Counseled
Covered
Created
Critiqued
Cultivated
Curtailed
Customized
Cut

D

Dealt with
Debugged
Decided
Decreased
Dedicated
Deduced
Defended
Defined
Delegated
Delineated
Delivered
Demonstrated
Depicted
Derived
Described
Designated
Designed
Detailed
Detected
Determined
Developed
Devised
Diagnosed
Differentiated
Directed
Discerned
Discharged
Discovered
Dispatched
Dispensed
Displayed
Dissected
Disseminated
Distilled
Distinguished
Distributed
Diversified
Divided
Documented
Doubled
Drafted
Dramatized
Drew
Drew out
Drilled
Drove
E
Earned
Edited

Educated
Effected
Elected
Elicited
Eliminated
Employed
Enabled
Encoded
Encouraged
Encompassed
Encouraged
Enforced
Engaged
Engineered
Enjoyed
Enlarged
Enlisted
Entertained
Enumerated
Enunciated
Equipped
Established
Estimated
Evaluated
Examined
Exchanged
Executed
Exhibited
Expanded
Expedited
Experimented
Explained
Explored
Exposed
Expressed
Extracted
Extrapolated

F

Fabricated
Facilitated
Familiarized
Farmed
Fashioned
Figured
Filed
Filled
Financed
Finalized
Fine tuned
Fit
Focused
Followed
Forecasted
Formed
Formulated
Forwarded
Founded
Framed

Fulfilled
Fund raised
Furnished

G

Gained
Gathered
Gauged
Gave
Generated
Graded
Grasped
Governed
Graduated
Granted
Guarded
Guided

H

Halved
Handled
Head
Helped
Hired
Hypothesized

I

Identified
Illustrated
Imagined
Imparted
Implemented
Imported
Impressed
Improved
Improvised
Incorporated
Increased
Indicated
Indexed
Indoctrinated
Induced
Influenced
Informed
Initiated
Innovated
Inquired
Inserted
Inspected
Inspired
Installed
Instituted
Instructed
Insured
Integrated
Interfaced
Interpolated
Interpreted
Introduced

ACTION VERB LIST FOR RESUMES

Career Center

Invented
Investigated
Involved
Isolate

J

Judged
Justified

K

Keep informed
Kept

L

Labeled
Launched
Learned
Lectured
Led
Licensed
Limited
Listened
Lobbied
Localized
Located
Log

M

Made
Mailed
Maintained
Managed
Manipulated
Manufactured
Mapped
Marked
Marketed
Mastered
Matched
Maximize
Measured
Mediated
Mentored
Merchandised
Meshed
Met
Minimized
Mixed
Mobilized
Modeled
Moderated
Modified
Monitored
Motivated
Moved

N

Narrated
Navigated
Negotiated
Noticed
Notified
Nursed
Nurtured

O

Observed
Obtained
Officiated
Operated
Orchestrated
Ordered
Organized
Originated
Overhauled
Oversaw
Oriented

P

Packed
Paid
participated
Patterned
Perceived
Performed
Persisted
Persuaded
Pin-pointed
Planned
Played
Pointed out
Positioned
Postulated
Practiced
Precipitated
Predicted
Prepared
Prescribed
Presented
Preserved
Presided
Prevented
Preceded
Priced
Printed
Prioritized
Proceeded
Processed
Problem solved
Produced
Programmed
Projected
Promoted

Proofread
Proposed
Protected
Provided
Provisioned
Proved
Publicized
Published
Purchased
Punched

Q

Quantified
Questioned
Quoted

R

Raised
Ran
Ranked
Rated
Reacted
Read
Realized
Recalled
Received
Recognized
Recollected
Recommended
Reconciled
Recorded
Recreated
Recruited
Rectified
Redesigned
Reduced
Referred
Refined
Reflected
Regulated
Rehabilitated
Reinforced
Related
Released
Remodeled
Removed
Renewed
Reorganized
Repaired
Replaced
Replenished
Reported
Represented
Researched
Resolved
Responded

Restored
Restructured
Retained
Retraced
Retrieved
Revamped
Reversed
Reviewed
Revised
Revitalized
Rewrote

S

Saved
Scanned
Scheduled
Screened
Scripted
Sculptured
Searched
Secured
Selected
Sensed
Served
Serviced
Set
Set criteria
Set up
Settled
Shaped
Shipped
Simplified
Sketched
Skilled
Sold solicited
Solidified
Solved
Sparked
Spoke
Staffed
Staged
Standardized
Started
Stimulated
Strategized
Streamlined
Strengthened
Stressed
Stretched
Structured
Studied
Submitted
Succeeded
Suggested
Summarized
Supervised
Supplied

Supported
Surveyed
Synthesized
Systematized

T

Tabulated
Tailored
Taught
Team built
Tended
Tested
Theorized
Timed
Traced
Trained
Tracked
Transcribed
Transferred
Transformed
Translated
Transmitted
Transported
Transposed
Traveled
Treated
Trimmed
Tripled
Troubleshooted
Tuned
Turned
Tutored
Typed

U

Uncovered
Unified
Updated
Upgraded
Unraveled
Used
Utilized

V

Validated
Valued
Verified
Visited
Visualized

W

Widened
Won
Worked
Wrote