

## RESUME ACTION VERBS

Action verbs are words that can start each of your sentence fragments on your resume to describe your accomplishments and responsibilities.

<b>Analyzed</b>	Studied	Presented	Marketed	Obtained
Abstracted	Summarized	Printed	Modeled	Overcame
Anticipated	Surveyed	Programmed	Modified	Perfected
Assessed	Symbolized	Publicized	Navigated	Promoted
Ascertained	Synthesized	Quoted	Originated	Provided
Audited	Tabulated	Recorded	Perceived	Reduced
Briefed	Verified	Reported	Performed	Resolved
Calculated	Visualized	Responded	Pioneered	Restored
Clarified		Rewrote	Planned	Stimulated
Compared	<b>Assisted</b>	Spoke	Prioritized	Strengthened
Computed	Advised	Talked	Produced	Upgraded
Concluded	Bolstered	Wrote	Promoted	
Conceptualized	Brought		Proposed	<b>Counseled/</b>
Correlated	Charted	<b>Created/</b>	Recommended	<b>Instructed/</b>
Critiqued	Collaborated	<b>Developed</b>	Reduced	<b>Learned</b>
Debated	Contributed	Acted	Restored	Adapted
Defined	Consolidated	Activated	Refined	Advised
Detected	Consulted	Adapted	Revamped	Advocated
Determined	Cooperated	Authored	Set	Aided
Diagnosed	Dealt	Bolstered	Shaped	Applied
Discriminated	Enlisted	Built	Solved	Assessed
Dissected	Ensured	Charged	Styled	Assisted
Estimated	Facilitated	Clarified	Streamlined	Bolstered
Evaluated	Fostered	Composed	Substituted	Briefed
Examined	Handled	Conceived	Visualized	Cared
Figured	Helped	Constructed		Chaired
Graded	Located	Corrected	<b>Improved/</b>	Charged
Identified	Participated	Designed	<b>Increased</b>	Charted
Indexed	Preserved	Devised	<b>(Achievement</b>	Clarified
Inspected	Protected	Discovered	<b>words)</b>	Coached
Integrated	Referred	Drafted	Achieved	Comforted
Interpreted	Represented	Eliminated	Accomplished	Communicated
Interviewed	Served	Established	Acquired	Conducted
Inventoried	Strengthened	Expanded	Advanced	Consulted
Investigated	Supported	Expedited	Allowed	Coordinated
Judged	Sustained	Experimented	Assured	Demonstrated
Maintained		Facilitated	Attained	Educated
Mapped	<b>Communicated</b>	Fashioned	Bolstered	Empathized
Monitored	Addressed	Financed	Completed	Enabled
Observed	Advertised	Fixed	Conserved	Encouraged
Perceived	Answered	Formulated	Continued	Enlightened
Predicted	Briefed	Founded	Eliminated	Established
Projected	Corresponded	Generated	Encouraged	Exercized
Qualified	Debated	Improved	Enlarged	Explained
Ranked	Explained	Increased	Expanded	Facilitated
Read	Expressed	Influenced	Facilitated	Familiarized
Reasoned	Facilitated	Initiated	Fostered	Fostered
Related	Interpreted	Innovated	Guaranteed	Guided
Researched	Interviewed	Instituted	Inspired	Helped
Reviewed	Lectured	Integrated	Mastered	Implemented
Screened	Listened	Introduced	Maximized	Improved
Scanned	Marketed	Invented	Minimized	Influenced
Solved	Prepared	Launched	Motivated	Informed

Inspired	Performed	Coordinated	Prepared	Evaluated
Interpreted	Prepared	Copied	Procured	Executed
Investigated	Piloted	Correlated	Provided	Exercized
Lectured	Preserved	Detailed	Represented	Expedited
Led	Prioritized	Developed	Satisfied	Facilitated
Listened	Produced	Displayed	Served	Fired
Maintained	Programmed	Edited	Supplied	Followed (through)
Manipulated	Promoted	Facilitated	<b>Sold</b>	Fostered
Mentored	Protected	Filed	Aided	Governed
Modified	Ran	Gathered	Advertized	Handled
Motivated	Reduced	Graphed	Auctioned	Headed
Observed	Replaced	Identified	Bartered	Hired
Perceived	Serviced	Indexed	Bolstered	Implemented
Persuaded	Set	Inspected	Bought	Instructed
Prescribed	Sustained	Kept	Enlisted	Led
Programmed	Transported	Located	Facilitated	Maintained
Promoted	Upheld	Maintained (books)	Generated	Managed
Read	Utilized	Mapped	Helped	Met (deadlines)
Reduced	Worked	Met (deadlines)	Improved	Menoted
Reflected		Methodized	Led	Monitored
Reinforced	<b>Negotiated</b>	Obtained	Maintained	Motivated
Related	Advised	Organized	Marketed	Navigated
Restored	Advocated	Planned	Motivated	Ordered
Saved	Arbitrated	Prepared	Negotiated	Organized
Shared	Bargained	Prioritized	Persuaded	Oversaw
Solved	Closed	Processed	Promoted	Planned
Spoke	Concluded	Programmed	Purchased	Prepared
Stimulated	Consolidated	Ranked	Raised	Prioritized
Strengthened	Dealt	Reproduced	Recommended	Promoted
Substituted	Expedited	Recorded	Recruited	Purchased
Supported	Facilitated	Reorganized	Stimulated	Regulated
Sustained	Handled	Reproduced		Reinforced
Taught	Lobbied	Retrieved	<b>Supervised/</b>	Retained
Trained	Mediated	Revamped	<b>Managed</b>	Reviewed
Tutored	Merged	Reviewed	Administered	Scheduled
Validated	Motivated	Revised	Allocated	Selected
<b>Operated/</b>	Negotiated	Scheduled	Approved	Set
<b>Repaired/</b>	Persuaded	Set	Arranged	Solved
<b>Maintained</b>	Promoted	Simplified	Assigned	Strengthened
Adjusted	Reconciled	Solved	Authorized	Supervised
Adapted	Resolved	Structured	Bolstered	Taught
Bolstered	Solved	Synthesized	Chaired	Trained
Changed		Tabulated	Coached	
Clarified	<b>Organized</b>	Updated	Conducted	
Corrected	Accumulated	<b>Served</b>	Confronted	
Continued	Arranged	Assisted	Consulted	
Edited	Assembled	Attended	Contracted	
Eliminated	Balanced	Cared	Controlled	
Executed	Budgeted	Catered	Coordinated	
Expedited	Built	Delivered	Decided	
Facilitated	Cataloged	Dispensed	Delegated	
Fixed	Clarified	Entertained	Directed	
Implemented	Classified	Facilitated	Dispatched	
Installed	Collated	Furnished	Distributed	
Modified	Collected	Listened	Educated	
Navigated	Completed	Maintained	Encouraged	
Ordered	Compiled	Performed	Enforced	
	Composed			