

Formulated	Interpreted	Participated	Repaired	Standardized
Fostered	Interviewed	Partnered	Represented	Stimulated
Founded	Introduced	Performed	Researched	Streamlined
Framed	Investigated	Persuaded	Resolved	Strengthened
Furthered	Issued	Photographed	Responded	Studied
Gathered	Launched	Pioneered	Restored	Submitted
Generated	Led	Planned	Revamped	Summarized
Graded	Linked	Played	Reviewed	Supervised
Guided	Lobbied	Plotted	Revised	Supplied
Handled	Maintained	Predicted	Revitalized	Supported
Headed	Managed	Prepared	Revived	Surveyed
Hired	Mapped	Presented	Scheduled	Tailored
Hosted	Marketed	Processed	Screened	Taught
Identified	Measured	Produced	Scrutinized	Targeted
Illustrated	Mediated	Programmed	Secured	Tested
Implemented	Mentored	Promoted	Selected	Trained
Improved	Mobilized	Proposed	Served	Translated
Incorporated	Modeled	Provided	Serviced	Updated
Increased	Modified	Publicized	Settled	Verified
Influenced	Monitored	Purchased	Shaped	Wrote
Informed	Motivated	Qualified	Simulated	
Initiated	Navigated	Questioned	Sold	
Innovated	Negotiated	Raised	Solicited	
Inspected	Observed	Ranked	Solved	
Inspired	Orchestrated	Recorded	Sought	
Installed	Organized	Redesigned	Specialized	
Instituted	Originated	Refined	Specified	
Instructed	Outlined	Rehabilitated	Spoke	
Integrated	Overhauled	Remodeled	Sponsored	
Interacted	Oversaw	Reorganized	Staffed	

## Resume Action Verbs

Accentuated	Assigned	Classified	Debated	Edited
Accompanied	Assisted	Closed	Decided	Educated
Achieved	Attended	Co-authored	Decreased	Elected
Acquired	Audited	Coached	Deducted	Enabled
Acted	Authored	Communicated	Defined	Encouraged
Adapted	Awarded	Compared	Delegated	Engineered
Addressed	Balanced	Compiled	Delivered	Enhanced
Adjusted	Blended	Composed	Demonstrated	Established
Administered	Blocked	Conducted	Described	Estimated
Adopted	Bought	Conserved	Designated	Evaluated
Advanced	Bridged	Considered	Designed	Examined
Advertised	Broadened	Consolidated	Detected	Executed
Advised	Budgeted	Constructed	Determined	Exhibited
Advocated	Built	Consulted	Developed	Expanded
Aided	Calculated	Contacted	Devised	Expedited
Allotted	Canvassed	Contracted	Devoted	Experimented
Amended	Capitalized	Contributed	Diagnosed	Explained
Amplified	Catalogued	Controlled	Diagramed	Explored
Analyzed	Cautioned	Converted	Directed	Expressed
Anticipated	Centralized	Conveyed	Discovered	Facilitated
Applied	Certified	Convinced	Discussed	Fielded
Appointed	Chaired	Cooperated	Displayed	Finalized
Appraised	Challenged	Coordinated	Dissected	Finished
Approved	Changed	Counseled	Distributed	Focused
Arranged	Chartered	Corresponded	Documented	Forecasted
Articulated	Checked	Created	Drafted	Forged
Assembled	Cited	Critiqued	Drew	Formalized
Assessed	Clarified	Cultivated	Earned	Formed