

ACTION VERBS FOR USE ON YOUR RESUME

Most Useful*

Activated
 Adapted
 Advertised
 Advised
 Advocated
 Aided
 Arranged
 Assembled
 Assessed
 Bolstered
 Briefed
 Built
 Cared
 Chaired
 Charged
 Charted
 Clarified
 Coached
 Completed
 Composed
 Concluded
 Conducted
 Consolidated
 Consulted
 Continued
 Coordinated
 Corrected
 Correlated
 Dealt
 Debated
 Edited
 Educated
 Eliminated
 Encouraged
 Enlisted
 Established
 Evaluated
 Executed
 Exercised
 Expanded
 Expedited
 Explained
 Facilitated
 Fixed
 Fostered
 Generated
 Guided
 Handled
 Helped
 Implemented
 Improved
 Indexed
 Influenced
 Inspected
 Inspired
 Integrated
 Interpreted
 Interviewed
 Inventoried

Investigated
 Lectured
 Led
 Listened
 Located
 Maintained
 Mapped
 Marketed
 Met (deadlines)
 Modified
 Monitored
 Motivated
 Navigated
 Negotiated
 Observed
 Obtained
 Ordered
 Organized
 Perceived
 Performed
 Persuaded
 Planned
 Prepared
 Preserved
 Prioritized
 Produced
 Programmed
 Promoted
 Protected
 Provided
 Purchased
 Ranked
 Read
 Recommended
 Recorded
 Reduced
 Regulated
 Reinforced
 Related
 Represented
 Resolved
 Responded
 Restored
 Revamped
 Reviewed
 Scheduled
 Screened
 Served
 Set
 Simplified
 Solved
 Spoke
 Stimulated
 Streamlined
 Strengthened
 Substituted
 Summarized
 Supported
 Sustained
 Synthesized

Tabulated
 Taught
 Trained
 Visualized

Analyzed

Abstracted
 Anticipated
 Ascertained
 Audited
 Calculated
 Compared
 Computed
 Conceptualized
 Critiqued
 Defined
 Detected
 Determined
 Diagnosed
 Discriminated
 Dissected
 Estimated
 Examined
 Figured
 Graded
 Judged
 Predicted
 Projected
 Qualified
 Reasoned
 Researched
 Scanned
 Studied
 Surveyed
 Symbolized
 Verified

Assisted

Brought
 Collaborated
 Contributed
 Cooperated
 Ensured
 Participated
 Referred

Communicated

Addressed
 Answered
 Corresponded
 Expressed
 Presented
 Printed
 Publicized
 Quoted
 Reported
 Rewrote
 Wrote

Counseled

Instructed/ Learned

Applied
 Comforted
 Communicated
 Demonstrated
 Emphasized
 Enabled
 Enlightened
 Familiarized
 Informed
 Manipulated
 Prescribed
 Reflected
 Saved
 Shared
 Tutored
 Validated

Created / Developed

Acted
 Authored
 Conceived
 Constructed
 Designed
 Devised
 Discovered
 Drafted
 Experimented
 Fashioned
 Financed
 Formulated
 Founded
 Increased
 Initiated
 Innovated
 Instituted
 Introduced
 Invented
 Launched
 Modeled
 Originated
 Pioneered
 Proposed
 Refined
 Shaped
 Styled

Improved/ Increased

Accomplished
 Achieved
 Acquired
 Advanced
 Allowed
 Assured
 Attained

Conserved
 Enlarged
 Guaranteed
 Mastered
 Maximized
 Minimized
 Overcame
 Perfected
 Upgraded

Negotiated

Arbitrated
 Bargained
 Closed
 Lobbied
 Mediated
 Merged
 Reconciled

Operated/ Repaired/ Maintained

Adjusted
 Changed
 Installed
 Piloted
 Ran
 Replaced
 Serviced
 Transported
 Upheld
 Utilized

Organized

Accumulated
 Balanced
 Budgeted
 Cataloged
 Classified
 Collated
 Collected
 Compiled
 Copied
 Detailed
 Developed
 Displayed
 Filed
 Gathered
 Graphed
 Kept
 Methodized
 Processed
 Reproduced
 Retrieved
 Revised
 Routinized
 Structured
 Systemized

Served

Assisted
 Attended
 Catered
 Delivered
 Dispensed
 Entertained
 Furnished
 Procured
 Satisfied
 Supplied

Sold

Auctioned
 Bartered
 Bought
 Raised
 Recruited

Supervised/ Managed

Administered
 Allocated
 Approved
 Assigned
 Authorized
 Confronted
 Contracted
 Controlled
 Decided
 Delegated
 Directed
 Dispatched
 Distributed
 Enforced
 Fired
 Followed (through)
 Governed
 Headed
 Hired
 Instructed
 Mentored
 Oversaw
 Presided
 Retained
 Selected
 Updated

* Most useful denotes verbs that could be classified into more than one category