



RESUME ACTION VERBS

Accelerated	Completed	Doubled	Gathered
Accomplished	Composed	Drafted	Generated
Achieved	Computed	Dramatized	Governed
Acquired	Conceived	Drew	Graduated
Acted	Conceptualized	Drove	Guided
Activated	Concluded		
Adapted	Conducted	Earned	Handled
Adopted	Confronted	Edited	Headed
Addressed	Conserved	Educated	Helped
Administered	Consolidated	Effected	Hired
Advised	Constructed	Eliminated	Hypothesized
Altered	Consulted	Enacted	
Analyzed	Continued	Encouraged	Identified
Anticipated	Contracted	Endured	Illustrated
Applied	Controlled	Enforced	Imagined
Appointed	Converted	Engineered	Implemented
Appraised	Coordinated	Enhanced	Improved
Approved	Corrected	Enlisted	Improvised
Arbitrated	Correlated	Ensured	Increased
Arranged	Counseled	Entertained	Induced
Ascertained	Created	Established	Influenced
Assembled	Critiqued	Estimated	Informed
Assessed		Evaluated	Initiated
Assisted	Dealt	Examined	Innovated
Assured	Decided	Exceeded	Inspected
Attained	Defined	Executed	Inspired
Audited	Delegated	Exhibited	Installed
	Delivered	Expanded	Instituted
Briefed	Demonstrated	Expedited	Instructed
Budgeted	Depended	Explained	Insured
Built	Designed	Experimented	Integrated
	Detailed	Expressed	Intensified
Calculated	Detected	Extracted	Interpreted
Cataloged	Determined		Interviewed
Charted	Developed	Facilitated	Introduced
Checked	Devised	Filed	Invented
Clarified	Diagnosed	Finalized	Inventoried
Classified	Directed	Financed	Investigated
Closed	Discovered	Fixed	
Coached	Dispensed	Followed	Judged
Collected	Displayed	Formalized	Justified
Commanded	Disproved	Formed	
Communicated	Dissected	Formulated	Kept
Compared	Distributed	Found	
Compiled	Diverted	Founded	



Launched	Painted	Received	Stimulated
Lectured	Participated	Recognized	Streamlined
Led	Perceived	Recommended	Structured
Learned	Perfected	Reconciled	Studied
Licensed	Performed	Recorded	Succeeded
Lifted	Persuaded	Recruited	Suggested
Listened	Photographed	Reduced	Summarized
Located	Piloted	Referred	Supervised
Logged	Pinpointed	Regulated	Supplied
	Pioneered	Rehabilitated	Supported
Maintained	Placed	Reinforced	Symbolized
Managed	Planned	Related	Synthesized
Manipulated	Played	Rendered	Systemized
Manufactured	Praised	Reorganized	
Mapped	Predicted	Repaired	Tabulated
Marketed	Prepared	Reported	Talked
Marshaled	Prescribed	Represented	Targeted
Measured	Presented	Researched	Taught
Mediated	Presided	Resolved	Tested
Memorized	Printed	Responded	Trained
Mentored	Processed	Restored	Transcribed
Modeled	Procured	Retrieved	Transferred
Modified	Produced	Restructured	Transformed
Monitored	Professed	Reviewed	Translated
Motivated	Programmed	Revised	Treated
	Progressed	Risked	Traveled
Named	Projected		Troubleshoot
Navigated	Promoted	Satisfied	Tutored
Negotiated	Proofread	Scheduled	Typed
Nominated	Proposed	Secured	
Normalized	Protected	Selected	Unified
Noted	Proved	Sensed	United
	Provided	Separated	Updated
Observed	Publicized	Served	Upgraded
Obtained	Purchased	Serviced	Used
Offered		Shaped	Utilized
Officiated	Qualified	Shared	
Operated	Questioned	Showed	Verbalized
Ordered		Sketched	Verified
Organized	Raised	Simplified	
Oriented	Ranked	Sold	Weighed
Originated	Rated	Solved	Won
Overcame	Realigned	Sorted	Worked
Oversaw	Realized	Specified	Wrote
	Reasoned	Spoke	