



Action Words for Résumés

Accelerated	Cooperated	Facilitated	Motivated	Related
Accomplished	Coordinated	Familiarized	Negotiated	Rendered
Acquainted	Counseled	Formulated	Obtained	Renewed
Acted as	Created	Functioned	Operated	Reorganized
Adapted	Committed	Gathered	Ordered	Reported
Adjusted	Commended	Governed	Organized	Represented
Administered	Decided	Guided	Originated	Researched
Advised	Defined	Handled	Participated	Revamped
Analyzed	Delegated	Hired	Performed	Reviewed
Approached	Delivered	Identified	Persuaded	Revised
Approved	Demonstrated	Illustrated	Planned	Scheduled
Arbitrated	Designed	Implemented	Possessed	Screened
Arranged	Detailed	Improved	Prepared	Selected
Assessed	Determined	Increased	Prescribed	Served
Assisted	Developed	Influenced	Presented	Set up
Assigned	Devised	Informed	Presided	Simplified
Audited	Diagnosed	Initiated	Problem	Skilled
Authored	Directed	Innovated	solve	Saved
Budgeted	Dispensed	Installed	Processed	Sold
Calculated	Displayed	Instituted	Produced	Solved
Catalogued	Distributed	Instructed	Programmed	Staffed
Chaired	Drafted	Integrated	Promoted	Standardized
Clarified	Edited	Interested	Proposed	Simulated
Collaborated	Educated	Interpreted	Protected	Structured
Collected	Eliminated	Interviewed	Provided	Strengthened
Communicate	Employed	Introduced	Publicized	Studied
Completed	Engaged	Inverted	Published	Summarized
Compounded	Enlarged	Investigated	Purchased	Supervised
Conceptualize	Equipped	Involved	Received	Supplied
Conceived	Established	Launched	Recognized	Surveyed
Conciliated	Evaluated	Lectured	Recommended	Systemized
Conducted	Examined	Maintained	Recorded	Taught
Conferred	Exchanged	Managed	Recruited	Tested
Conserved	Executed	Marketed	Rectified	Trained
Consolidated	Exercised	Mediated	Re-designed	Transcribed
Constructed	Exhibited	Moderated	Reduced	Translated
Consulted	Expanded	Modified	Referred	Wrote
Controlled	Experienced	Monitored	Reinforced	