

COMPLETE LIST OF ACTION VERBS

Below is a list of action verbs to assist you in describing your experiences and achievements on your resume.

accelerated	accomplished	Achieved
Acquired	activated	adapted
Adjusted	administered	advised
Allocated	analyzed	annotated
anticipated	applied	appraised
Arranged	articulated	assembled
Assessed	assigned	attained
Authored	balanced	briefed
Budgeted	calculated	catalogued
categorized	chaired	changed
Channeled	charted	clarified
Coached	coded	collaborated
Collected	communicated	compared
Competed	compiled	completed
Composed	computed	conceived
Conducted	confronted	consolidated
constructed	contacted	continued
Contracted	convened	coordinated
corresponded	counseled	created
Critiqued	defined	delegated
Delivered	demonstrated	derived
Designed	detected	determined
Developed	devised	diagnosed
Directed	discovered	dispensed
Displayed	distributed	drafted
dramatized	earned	edited
Educated	effected	elicited
Employed	encouraged	endured
Enlisted	entertained	established
Estimated	evaluated	examined
Exchanged	executed	exercised

Exhibited	expanded	expedited
experimented	explained	explored
Facilitated	financed	focused
Forecasted	formulated	fostered
Grouped	guided	identified
Illustrated	implemented	imposed
Improved	increased	influenced
Informed	initiated	inquired
Inspected	installed	instilled
Instituted	instructed	insured
interpreted	intervened	interviewed
introduced	invented	inventoried
investigated	judged	lectured
Listened	located	maintained
Managed	marketed	mastered
Measured	mediated	modeled
Modified	molded	monitored
Motivated	negotiated	observed
Obtained	operated	organized
Outlined	oversaw	participated
Perceived	performed	persuaded
Planned	predicted	prepared
Prescribed	presented	presided
Processed	produced	programmed
Promoted	protected	provided
Publicized	published	purchased
questioned	recommended	recorded
Recruited	reduced	regulated
Reinforced	rendered	repaired
Reported	represented	reproduced
Researched	resolved	responded
Restored	retained	retrieved
Reviewed	revised	rewrote
Routed	scheduled	searched
Selected	served	serviced

Shaped	shared	simplified
Solicited	solved	sought
Specified	stimulated	studied
Succeeded	suggested	summarized
supervised	supported	surveyed
synthesized	systematized	targeted
Taught	tested	trained
Translated	tutored	updated
Utilized	verified	visualized
Wrote		