

Action Verbs for Resume Experiences

ability	caused	dealt	explored
accelerated	chaired	decided	expressed
accomplished	changed	defined	extended
accurate	clarified	delegated	extracted
achieved	clarified	delivered	fabricated
acted	classified	demonstrated	facilitated
actively	closed	described	filed
adapted	coached	designed	filled
addressed	collected	determined	financed
administered	combined	developed	focused
advised	commented	devised	forecast
alerted	commitment	diagnosed	forecasted
allocated	communicated	diplomatic	formulated
analyzed	compared	directed	found
answered	compiled	discreet	founded
appeared	completed	discussed	gathered
applied	comprehensive	dispatched	generated
appointed	computed	distributed	headed
appraised	conceived	documented	helped
approved	conceptualized	doubled	hired
arbitrated	conducted	drafted	identified
arranged	considered	earned	implemented
assembled	consolidated	edited	improved
assessed	constructed	educated	incorporated
assigned	consulted	effected	increased
assisted	continued	effective	indexed
assumed	contracted	efficient	influenced
assured	controlled	eliminated	initiated
attained	converted	enabled	innovated
audited	coordinated	encouraged	inspected
authored	corrected	endorsed	installed
automated	correspond	engineered	instituted
awarded	graded	enlarged	instructed
balanced	granted	enlisted	insured
bought	guided	entered	interpreted
briefed	halved	established	interviewed
broadened	handled	estimated	introduced
brought	cost control	evaluated	invented
budgeted	counseled	examined	invested
built	counted	executed	investigated
calculated	created	expanded	involved
capacity	created	expedited	issued
careful	critiqued	experienced	joined
cataloged	cut	experimented	judged
		explained	justified

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kept	pinpointed	revise	toured
launched	planned	revitalized	traced
learned	prepared	rewrote	tracked
leased	presented	risked	traded
lectured	processed	saved	trained
led	procured	scheduled	transcribed
licensed	programmed	selected	transferred
listened	prohibited	served	transformed
listed	projected	serviced	translated
lobbied	promoted	set	transported
located	proposed	set up	traveled
logged	provided	shaped	treated
made	publicized	shared	trimmed
maintained	published	showed	tripled
managed	purchased	simplified	turned
manipulated	pursued	sold	tutored
mapped	qualified	solved	umpired
marketed	questioned	sorted	uncovered
matched	raised	sought	understood
measured	ranked	sparked	understudied
mediated	rated	specified	unified
met	realized	spoke	unraveled
mobilized	received	started	updated
moderated	recommended	streamlined	upgraded
modified	reconciled	strengthened	used
molded	recorded	stressed	utilized
monitored	recruited	stretched	validated
motivated	redesigned	structured	verbalized
moved	reduced	studied	verified
named	reevaluated	submitted	visited
narrated	regulated	substituted	visualized
navigated	rehabilitated	succeeded	waged
negotiated	related	suggested	weighed
observed	reorganized	summarized	widened
obtained	repaired	superseded	won
opened	replaced	supervised	worked
operated	replied	surveyed	wrote
ordered	reported	systematized	
organized	represented	tabulated	
originated	researched	tackled	
oversaw	resolved	targeted	
participated	responded	taught	
perceived	restored	terminated	
performed	revamped	tested	
persuaded	reviewed	took	