

Action Verbs for Resume Experiences

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

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