

Action Verbs

The following sample list may be helpful in describing your past work experiences or skills you have or simply provide way to think about some of the things you have done. This list may be especially helpful in utilizing key words within your resume.

Abstracted	Communicated	Empathized	Oversaw	Reviewed
Accommodated	Compared	Indicated	Packed	Revised
Accomplished	Compiled	Influenced	Participated	Scanned
Achieved	Completed	Informed	Perceived	Scheduled
Acted	Composed	Initiated	Perfected	Selected
Adapted	Computed	Innovated	Performed	Served
Addressed	Conceptualized	Inspected	Persuaded	Set
Administered	Conciliated	Installed	Planned	Shaped
Advertised	Condensed	Instituted	Practiced	Sold
Advised	Conducted	Instructed	Predicted	Solicited
Advocated	Conferred	Integrated	Prepared	Solved
Affected	Constructed	Interpreted	Presented	Specialized
Aided	Consulted	Interviewed	Presided	Standardized
Allocated	Contracted	Introduced	Prioritized	Stimulated
Analyzed	Contributed	Invented	Problem-solved	Strengthened
Answered	Controlled	Investigated	Processed	Stressed
Anticipated	Converted	Judged	Produced	Structured
Applied	Cooperated	Launched	Programmed	Studied
Appraised	Coordinated	Learned	Projected	Substantiated
Approached	Correlated	Lectured	Promoted	Succeeded
Approved	Corresponded	Led	Proposed	Summarized
Arranged	Counseled	Listened	Protected	Supervised
Ascertained	Created	Located	Proved	Supported
Assembled	Critiqued	Logged	Provided	Surveyed
Assessed	Cultivated	Maintained	Publicized	Systematized
Assigned	Debated	Managed	Published	Tabulated
Assisted	Decided	Manipulated	Purchased	Taught
Attained	Defined	Mapped	Queried	Team-built
Audited	Delegated	Marketed	Questioned	Theorized
Augmented	Delivered	Mastered	Rationalized	Tested
Authored	Demonstrated	Maximized	Reasoned	Trained
Authorized	Designed	Mediated	Received	Transformed
Balanced	Detailed	Mentored	Recommended	Transcribed
Bolstered	Detected	Merchandised	Recorded	Tutored
Briefed	Determined	Minimized	Recruited	Unified
Brought	Developed	Moderated	Rectified	Undated
Budgeted	Devised	Modified	Re-designed	Upgraded
Built	Diagnosed	Monitored	Reduced	Used
Calculated	Directed	Motivated	Referred	Utilized
Cared	Discovered	Narrated	Regulated	Validated
Catalogued	Dispatched	Negotiated	Reinforced	Verified
Chaired	Dispensed	Notified	Related	Visualized
Charged	Displayed	Observed	Renewed	Wrote
Checked	Dissected	Obtained	Reorganized	
Chose	Distributed	Offered	Repaired	
Clarified	Documented	Opened	Reported	
Classified	Drafted	Operated	Represented	
Coached	Edited	Ordered	Researched	
Collaborated	Educated	Organized	Responded	
Collected	Effected	Originated	Resolved	
Comforted	Eliminated	Overcame	Revamped	