ACTION VERBS FOR RESUME DESCRIPTIONS

accelerated	coordinated	handled	procured
accomplished	corrected	helped	programmed
accrued	counseled	identified	prohibited
achieved	counted	implemented	projected
adapted	created	improved	promoted
addressed	credited	incorporated	proposed
adjusted	critiqued	indexed	provided
administered	dealt	initiated	published
advised	decided	influenced	purchased
allocated	defined	innovated	pursued
analyzed	delegated	inspected	qualified
answered	delivered	installed	ranked
appeared	demonstrated	instructed	rated
applied	described	insured	received
appointed	designed	interpreted	recommended
appraised	determined	interviewed	reconciled
approved	developed	introduced	recruited
arbitrated	devised	investigated	regulated
arranged	devoted	involved	related
assessed	diagnosed	issued	replaced
assigned	directed	joined	replied
assisted	discussed	kept	revamped
assured	distributed	launched	reviewed
attended	documented	learned	revised
audited	drafted	leased	scheduled
awarded	earned	lectured	selected
bought	edited	led	served
briefed	encouraged	licensed	serviced
brought	endorsed	listed	set
budgeted	enlarged	logged	solved
calculated	enlisted	maintained	sought
cataloged	ensured	managed	spearheaded
chaired	entered	matched	specified
changed	established	measured	started
classified	estimated	mediated	streamlined
closed	evaluated	met	strengthened
coached	examined	modified	submitted
collected	expanded	monitored	substituted
combined	expedited	motivated	suggested
commented	experienced	moved	summarized
communicate	experimented	named	supervised
compared	explained	negotiated	surveyed
completed	explored	observed	tackled
composed	expressed	opened	targeted
computed	extended	operated	taught
conceived	filed	ordered	tested
concluded	financed	organized	toured
conducted	focused	oversaw	trained
considered	forecasted	participated	translated
constructed	formulated	perceived	transported
consulted	fostered	performed	traveled
continued	found	persuaded	turned
contracted	gathered	planned	updated
controlled	graded	prepared	visited
converted	granted	presented	worked
convinced	guided	processed	wrote