

Action Words for Resumes

Achieved

Administered

Advised

Analyzed

Assembled

Assisted

Attained

Balanced

Built

Calculated

Captured

Chaired

Choreographed

Changed

Clarified

Collaborated

Compiled

Communicated

Completed

Conducted

Constructed

Controlled

Coordinated

Copied

Corrected

Created

Defined

Delegated

Demonstrated

Designed

Developed

Directed

Distributed

Drafted

Edited

Educated

Enabled

Established

Evaluated

Examined

Executed

Expanded

Explained

Facilitated

Focused

Founded

Generated

Guarded

Handled

Helped

Hired

Identified

Implemented

Improved

Increased

Influenced

Informed

Initiated

Inspired

Interviewed

Invented

Investigated

Launched

Led

Lobbied

Maintained

Managed

Marketed

Maximized

Modified

Monitored

Motivated

Negotiated

Obtained

Organized

Originated

Persuaded

Prepared

Presented

Preserved

Procured

Proposed

Publicized

Recommended

Recorded

Recruited

Reduced

Restored

Restructured

Revised

Saved

Served

Scheduled

Sold

Solved

Strengthened

Stimulated

Supervised

Taught

Trained

Translated

Updated

Utilized

Verified

Wrote