



ACTION VERB LIST FOR WRITING RESUMES

Accommodated	Coordinated	Launched
Accomplished	Created	Learned
Achieved	Critiqued	Led
Acquired	Decorated	Listened
Acted	Defined	Maintained
Adapted	Delivered	Managed
Administered	Demonstrated	Mentored
Advanced	Designed	Modified
Advertised	Determined	Negotiated
Advocated	Developed	Observed
Allocated	Devised	Obtained
Analyzed	Diagnosed	Operated
Anticipated	Directed	Organized
Approved	Discovered	Oversaw
Arranged	Educated	Participated
Assembled	Eliminated	Planned
Assigned	Encouraged	Predicted
Audited	Established	Prepared
Balanced	Estimated	Presented
Built	Evaluated	Prioritized
Calculated	Expanded	Proficient
Catalogued	Experimented	Processed
Changed	Explained	Produced
Clarified	Explored	Provided
Classified	Extended	Recommended
Coached	Facilitated	Recorded
Collected	Forecasted	Reduced
Combined	Formulated	Repaired
Communicated	Gathered	Reported
Compared	Generated	Researched
Competed	Guided	Revised
Completed	Helped	Scheduled
Compiled	Identified	Secured
Composed	Illustrated	Simplified
Computed	Improved	Solved
Conducted	Influenced	Structured
Connected	Inspected	Summarized
Constructed	Installed	Tested
Consulted	Instructed	Volunteered
Contacted	Interviewed	Wrote
Contributed	Investigated	
Controlled	Judged	
Cooperated	Justified	