

## RESUME ACTION VERBS THAT CONVEY SKILLS AND ACCOMPLISHMENTS

*Use these verbs to help you in describing your experiences, skills and achievements in your resume!*

achieved	compared	edited	incorporated	overhauled	Revised
acted	compiled	elected	increased	painted	rewarded
adapted	completed	elicited	individualized	participated	Rotated
addressed	composed	eliminated	informed	performed	sampled
adjusted	computed	emphasized	initiated	persuaded	Sang
administered	condensed	encouraged	innovated	photographed	scheduled
adopted	conducted	enforced	inspected	planned	screened
advanced	conferred	enlarged	installed	played	searched
advertised	conserved	ensured	instilled	practiced	secured
advised	considered	entertained	instituted	predicted	selected
aided	consolidated	established	instructed	prepared	Served
allocated	constructed	estimated	insured	presented	Settled
allotted	consulted	evaluated	integrated	presided	set up
amended	contacted	examined	interacted	prevented	Shaped
amplified	contributed	exceeded	interpreted	produced	solicited
analyzed	controlled	executed	intervened	programmed	Solved
applied	converted	expanded	interviewed	projected	specialized
appointed	conveyed	expedited	introduce	promoted	specified
appraised	cooperated	experimented	invented	proposed	Staffed
approved	coordinated	explained	investigated	provided	standardized
arbitrated	corrected	explored	invited	publicized	streamlined
arranged	corresponded	expressed	involved	purchased	Studied
articulated	counseled	extinguished	joined	raised	submitted
assembled	created	facilitated	judged	received	suggested
assessed	critiqued	fired	lectured	recommended	summarized
assigned	danced	focused	led	reconciled	supervised
assisted	debated	forecasted	located	recorded	supplied
assumed	debugged	formulated	maintained	recruited	supported
attained	defined	fortified	managed	rectified	surpassed
attended	delegated	founded	marketed	reduced	surveyed
audited	delivered	furnished	measured	referred	Taught
authorized	demonstrated	furthered	mediated	registered	terminated
balanced	described	gathered	monitored	regulated	Tested
bargained	designed	generated	merged	rehabilitated	Trained
budgeted	detected	governed	modeled	reinforced	transferred
built	determined	graded	modified	related	translated
calculated	developed	grouped	monitored	replaced	transmitted
catalogued	devised	guided	motivated	reported	traveled
chaired	diagnosed	harmonized	negotiated	represented	Treated
clarified	diagrammed	headed	objectified	researched	Tutored
classified	directed	helped	observed	reserved	updated
coached	disciplined	hired	operated	resolved	Visited
collaborated	discussed	hosted	ordered	restored	Won
combined	displayed	identified	organized	retained	Wrote
commended	distributed	implemented	originated	revamped	
communicated	drew	improved	outlined	reviewed	