

## Action-Verb List

The verbs listed below are only a few of the many you can use in describing your activities and accomplishments. Make sure you have an action verb for each entry in your resume's "Experience" section.

accelerated	demonstrated	instructed	re-established
accomplished	designed	interpreted	regulated
achieved	determined	introduced	rehearsed
adapted	developed	launched	reinforced
adjusted	devised	led	renegotiated
aided	devoted	lectured	reorganized
allocated	diagnosed	listed	reported
amplified	diagrammed	maintained	researched
analyzed	directed	managed	reshaped
answered	displayed	modified	restored
applied	distributed	molded	revamped
appointed	edited	monitored	reviewed
approved	effected	motivated	revised
arbitrated	eliminated	negotiated	scheduled
arranged	employed	observed	selected
assisted	encouraged	operated	setup
assumed	enlisted	orchestrated	simplified
attained	established	organized	solved
augmented	estimated	oriented	specialized
awarded	evaluated	originated	stimulated
began	examined	oversaw	streamlined
brought	expanded	overhauled	structured
built	expedited	participated	substituted
calculated	extended	performed	suggested
catalogued	fabricated	persuaded	summarized
chaired	focused	planned	supervised
compared	forecast	pinpointed	supported
complied	fortified	prepared	systematized
completed	founded	presented	teamed
conceived	generated	preserved	trained
conducted	guided	produced	treated
constructed	handled	programmed	tutored
consulted	harmonized	promoted	unified
contracted	headed	proposed	updated
contrived	implemented	proved	used
controlled	improved	provided	utilized
cooperated	incorporated	ran	volunteered
coordinated	increased	received	widened
counseled	influenced	recommended	worked
created	initiated	reconciled	wrote
dealt	inspected	recorded	
defined	installed	recruited	
delegated	instituted	reduced	