

## **ACTION VERBS**

*for the experience section of your resume*

This list will help you get started! Use verbs in the present tense for current jobs, past tense otherwise.

accepted	contributed	fabricated
accomplished	converted	facilitated
achieved	coordinated	familiarized
acquired	counseled	financed
adapted	crafted	followed
administered	created	forecasted
advanced		formed
advised	debugged	formulated
amended	decreased	fostered
analyzed	dedicated	founded
approached	defined	functioned
approved	delivered	funneled
assembled	demonstrated	furthered
assigned	designed	
attained	developed	gained
augmented	devised	gathered
automated	diagnosed	gauged
	discovered	generated
balanced	displayed	governed
brainstormed	distributed	guided
broadened	documented	
budgeted	drafted	handled
built		headed
	earned	helped
calculated	edited	hired
categorized	educated	honored
chaired	eliminated	
clarified	enabled	identified
coached	encouraged	illustrated
collaborated	engaged	implemented
collected	enhanced	improved
communicated	enlisted	improvised
completed	enriched	incorporated
composed	established	increased
computed	evaluated	influenced
conceived	examined	initiated
conceptualized	exceeded	innovated
configured	exchanged	inspected
confirmed	executed	installed
connected	expanded	instructed
consolidated	experienced	integrated
constructed	expressed	interacted
consulted	extracted	interfaced

interpreted  
interviewed  
introduced  
invented  
invested  
investigated  
involved  
  
launched  
learned  
led  
linked  
lobbied  
located  
  
made  
maintained  
managed  
manipulated  
manufactured  
marketed  
maximized  
mediated  
minimized  
modeled  
moderated  
modified  
monitored  
motivated  
multiplied  
  
negotiated  
nominated  
nurtured  
  
observed  
obtained  
operated  
optimized  
orchestrated  
organized  
originated  
oversaw  
  
participated  
performed  
persisted  
persuaded  
pioneered  
planned  
positioned  
prepared  
presented

prioritized  
processed  
produced  
programmed  
promoted  
proofread  
proposed  
proved  
provided  
publicized  
published  
purchased  
  
quantified  
queried  
questioned  
quoted  
  
raised  
reached  
realized  
recognized  
recommended  
recovered  
recruited  
redesigned  
reduced  
referred  
refined  
related  
renovated  
reorganized  
repaired  
replaced  
reported  
represented  
researched  
reserved  
resolved  
responded  
restored  
restructured  
reviewed  
revised  
revitalized  
  
scanned  
scheduled  
searched  
secured  
selected  
separated  
served

shaped  
simplified  
simulated  
sold  
solved  
spearheaded  
specified  
sponsored  
stabilized  
standardized  
streamlined  
strengthened  
summarized  
supervised  
supplemented  
supported  
surpassed  
surveyed  
synthesized  
systematized  
  
tabulated  
tailored  
targeted  
taught  
tested  
tracked  
trained  
transferred  
transformed  
translated  
transmitted  
treated  
  
uncovered  
undertook  
updated  
upgraded  
used  
utilized  
  
validated  
verified  
visualized  
volunteered  
  
worked  
wrote