

ACTION VERBS

for the experience section of your resume

This list will help you get started! Use the present tense when you are currently in the position.

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