

CAREER SERVICES CENTER  
UNIVERSITY OF WASHINGTON SCHOOL OF LAW

**ACTION VERBS FOR RESUMES**

Accomplished	Conceptualized	Encouraged
Achieved	Condensed	Enforced
Acquired	Conducted	Engineered
Acted as	Consolidated	Enhanced
Activated	Constructed	Enlisted
Active in	Consulted	Ensured
Adapted	Contacted	Equipped
Addressed	Contracted	Established
Adjusted	Contributed	Estimated
Administered	Controlled	Evaluated
Advanced	Converted	Examined
Advised	Cooperated	Executed
Allocated	Coordinated	Expanded
Analyzed	Correlated	Expedited
Approved	Corroborated	Experimented
Arbitrated	Counseled	Explained
Arranged	Created	Expressed
Ascertained	Culminated in	Extracted
Assembled	Cultivated	Fabricated
Assessed	Dealt	Fashioned
Assigned	Decided	Filed
Assimilated	Defined	Financed
Assisted	Delegated	Fixed
Assured	Delivered	Followed up
Attained	Demonstrated	Forged (ahead)
Attended	Designed	Forecasted
Augmented	Detected	Formed
Balanced	Determined	Formulated
Bought	Developed	Found
Brought	Devised	Founded
Brought about	Diagnosed	Functioned as
Built	Directed	Gained
Calculated	Discovered	Gathered
Clarified	Dispensed	Generated
Classified	Displayed	Governed
Coached	Dissected	Graduated
Collected	Distributed	Guided
Commanded	Diverted	Handled
Commended	Documented	Headed
Communicated	Drafted	Hired
Completed	Dramatized	Identified
Compare	Earned	Illustrated
Compiled	Edited	Imagined
Composed	Eliminated	Implemented
Computed	Employed	Improved
Conceived	Enacted	Improvised

Increased	Perceived	Retrieved
Influenced	Perfected	Revamped
Informed	Performed	Reviewed
Initiated	Persuaded	Revised
Inspected	Piloted	Revitalized
Inspired	Pioneered	Revived
Installed	Placed	Saved
Instigated	Planned	Scheduled
Instilled	Played	Screened
Instituted	Predicted	Secured
Instructed	Prepared	Selected
Insured	Prescribed	Separated
Integrated	Presented	Served
Interfaced	Prevented	Serviced
Interpreted	Printed	Set up
Interviewed	Processed	Shaped
Introduced	Procured	Shifted
Invented	Produced	Shipped
Investigated	Programmed	Simplified
Judged	Projected	Sold
Justified	Promoted	Solidified
Kept	Proposed	Solved
Kindled	Protected	Sorted
Launched	Proved	Spearheaded
Led	Provided	Spoke
Lectured	Publicized	Staffed
Lifted	Published	Stimulated
Located	Purchased	Streamlined
Logged	Questioned	Structured
Maintained	Realized	Substituted
Managed	Received	Succeeded
Marketed	Recognized	Summarized
Mastered	Recommended	Supervised
Maximized	Reconciled	Supplied
Medicated	Recorded	Synthesized
Minimized	Recruited	Systematized
Monitored	Rectified	Taught
Motivated	Reevaluated	Tested
Negotiated	Referred	Trained
Nominated	Refined	Transferred
Observed	Regulated	Transformed
Obtained	Rehabilitated	Translated
Offered	Related	Treated
Operated	Rendered	Unified
Optimized	Repaired	Updated
Orchestrated	Reported	Upgraded
Ordered	Represented	Utilized
Organized	Reorganized	Validated
Originated	Researched	Verified
Overcame	Resolved	Won
Oversaw	Responded	Wrote
Participated	Restored	

Washington, Tom. *The Hunt*. Bellevue: Mount Vernon Press, 1992.