

Action Verb List: Resume Basics

Accomplished	Consulted	Exceeded	Minimized	Researched
Achieved	Contributed	Exceled	Modified	Resolved
Acquired	Controlled	Executed	Monitored	Responded
Adapted	Corrected	Exercised	Motivated	Restored
Adjusted	Created	Expanded	Negotiated	Retained
Administered	Cultivated	Facilitated	Obtained	Reviewed
Advanced	Decentralized	Forecasted	Optimized	Revised
Advised	Decreased	Formulated	Orchestrated	Revitalized
Allocated	Dedicated	Fostered	Organized	Screened
Analyzed	Defined	Gained	Oversaw	Secured
Anticipated	Delegated	Generated	Performed	Sold
Appraised	Delivered	Guided	Planned	Served
Appropriated	Demonstrated	Handled	Practiced	Simplified
Approved	Deployed	Helped	Prepared	Solved
Arranged	Designated	Identified	Presented	Sparked
Assembled	Designed	Impacted	Prevented	Standardized
Assessed	Developed	Implemented	Prioritized	Strengthened
Assimilated	Disseminated	Improved	Processed	Structured
Assisted	Distributed	Increased	Procured	Studied
Assumed	Documented	Influenced	Produced	Suggested
Attained	Drafted	Initiated	Programmed	Supervised
Audited	Earned	Inspected	Promoted	Supported
Authorized	Edited	Installed	Proposed	Surpassed
Broadened	Educated	Insured	Provided	Surveyed
Built	Elicited	Integrated	Pursued	Sustained
Centralized	Eliminated	Introduced	Realized	Trained
Coached	Empowered	Invented	Received	Translated
Collaborated	Enabled	Launched	Recommended	Uncovered
Collected	Encouraged	Led	Reconciled	Unified
Compiled	Energized	Maintained	Recruited	Used
Composed	Enforced	Managed	Reduced	Utilized
Conceived	Enhanced	Marketed	Regulated	Validated
Condensed	Established	Maximized	Reinforced	Verified
Conducted	Evaluated	Mediated	Released	Widened
Consolidated	Examined	Met	Reported	Won