

Action Verbs for Resumes and Correspondence

Accelerated	Demonstrated	Maintained	Selected
Accomplished	Derived	Managed	Served
Acquired	Determined	Marketed	Shaped
Achieved	Devised	Mastered	Simplified
Adapted	Directed	Mediated	Solicited
Administered	Distributed	Modeled	Solved
Advised	Drafted	Modified	Specified
Allocated	Edited	Molded	Spoke
Analyzed	Educated	Monitored	Strategized
Anticipated	Effectuated	Motivated	Structured
Applied	Eliminated	Negotiated	Streamlined
Approved	Encouraged	Observed	Studied
Arranged	Established	Obtained	Supervised
Articulated	Evaluated	Operated	Supported
Assembled	Examined	Ordered	Targeted
Assessed	Executed	Organized	Taught
Assigned	Expanded	Outlined	Tested
Authored	Expedited	Oversaw	Translated
Balanced	Facilitated	Participated	Trained
Briefed	Financed	Performed	Tutored
Budgeted	Focused	Persuaded	Updated
Built	Formed	Planned	Utilized
Catalogued	Formulated	Prepared	Verified
Chaired	Found	Presented	Wrote
Clarified	Generated	Programmed	
Collaborated	Governed	Proposed	
Compared	Guided	Proved	
Compiled	Identified	Provided	
Completed	Illustrated	Produced	
Composed	Implemented	Published	
Conceived	Increased	Recommended	
Conducted	Informed	Recorded	
Consolidated	Influenced	Recruited	
Constructed	Initiated	Reduced	
Contributed	Instituted	Reinforced	
Controlled	Interpreted	Reorganized	
Convened	Interviewed	Represented	
Coordinated	Introduced	Researched	
Corresponded	Invented	Resolved	
Created	Investigated	Responded	
Critiqued	Improved	Restored	
Defined	Informed	Revamped	
Delegated	Judged	Revised	
Delivered	Launched	Reviewed	
Designed	Lead	Rewrote	
Developed	Lectured	Scheduled	