

résumé action VERBS

Achievement

Accelerated
Accomplished
Achieved
Acquired
Advanced
Assured
Attained
Augmented
Bolstered
Completed
Contributed
Doubled
Edited
Effectuated
Eliminated
Encouraged
Enhanced
Established
Exceeded
Expanded
Facilitated
Formulated
Fostered
Generated
Guaranteed
Identified
Improved
Increased
Initiated
Inspired
Launched
Mastered
Maximized
Motivate
Obtained
Overcame
Pioneered
Promoted
Proved
Provided
Reduced
Re-established
Resolved
Restored
Stimulated
Strengthened
Succeeded
Transformed
Upgraded
Validated

Analysis & Problem-Solving

Abstracted
Adjusted
Administered
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Briefed
Budgeted
Calculated
Clarified
Compared
Compiled
Computed
Conserved
Corrected
Correlated
Critiqued
Debated
Defined
Determined
Diagnosed
Dissected
Estimated
Evaluated
Examined
Extracted
Forecasted
Formulated
Identified
Influenced
Interviewed
Investigated
Judged
Made (decisions)
Maintained
Mapped
Measured
Mediated
Moderated
Monitored
Negotiated
Netted
Observed
Organized
Perceived
Persuaded

Planned
Prepared
Projected
Promoted
Purchased
Qualified
Ranked
Read
Reasoned
Reconciled
Recorded
Recruited
Reduced
Related
Researched
Retrieved
Reviewed
Scanned
Screened
Solved
Specified
Studied
Summarized
Surveyed
Synthesized
Systemized
Tabulated
Translated
Validated
Verified
Visualized

Communication & Interpersonal Skills

Addressed
Advertised
Answered
Arbitrated
Arranged
Articulated
Authored
Briefed
Collaborated
Communicated
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Counseled

Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Encouraged
Explained
Expressed
Facilitated
Formulated
Influenced
Interpreted
Interviewed
Involved
Joined
Lectured
Listened
Mediated
Moderated
Narrated
Negotiated
Prepared
Presented
Publicized
Recorded
Renegotiated
Responded
Reunited
Spoke
Translated
Wrote

Creation & Development

Acted
Adapted
Authored
Began
Bolstered
Built
Charged
Clarified
Combined
Composed
Conceived
Conceptualized
Condensed
Corrected
Created

Customized
Decided
Designed
Developed
Devised
Directed
Discovered
Displayed
Drafted
Drew
Eliminated
Entertained
Established
Expanded
Expedited
Fashioned
Formulated
Founded
Illustrated
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Marketed
Modeled
Modified
Originated
Perceived
Performed
Photographed
Planned
Prioritized
Produced
Promoted
Proposed
Recommended
Reduced
Refined
Restored
Revamped
Revised
Set
Shaped
Simplified
Solved
Streamlined
Styled
Substituted
Visualized

Negotiation

Advised
Advocated
Arbitrated
Bargained
Collaborated
Compromised
Convinced
Expedited
Facilitated
Lobbied
Mediated
Merged
Motivated
Negotiated
Persuaded
Promoted
Reconciled
Solved
Operations
Adapted
Adjusted
Bolstered
Clarified
Corrected
Eliminated
Engineered
Expedited
Fabricated
Facilitated
Fixed
Implemented
Installed
Operated
Overhauled
Performed
Prepared
Prioritized
Produced
Programmed
Promoted
Ran
Reduced
Remodeled
Repaired
Serviced
Set
Transported
Upheld
Used
Utilized

Organization

Accumulated
 Approved
 Arranged
 Assembled
 Built
 Catalogued
 Categorized
 Charted
 Clarified
 Classified
 Coded
 Collected
 Compiled
 Coordinated
 Corrected
 Correlated
 Corresponded
 Detailed
 Developed
 Distributed
 Executed
 Facilitated
 Filed
 Gathered
 Generated
 Graphed
 Identified
 Incorporated
 Inspected
 Located
 Logged
 Maintained
 Mapped
 Met (deadlines)
 Methodized
 Monitored
 Obtained
 Operated
 Ordered
 Organized
 Planned
 Prepared
 Prioritized
 Processed
 Programmed
 Provided
 Purchased
 Recorded
 Registered
 Reorganized
 Reproduced
 Reserved

Responded
 Retrieved
 Revamped
 Reviewed
 Revised
 Routed
 Scheduled
 Screened
 Set
 Simplified
 Solved
 Standardized
 Structured
 Submitted
 Supplied
 Synthesized
 Systemized
 Updated
 Validated
 Verified

Persuasion

Advertised
 Aided
 Auctioned
 Bolstered
 Clarified
 Collaborated
 Consulted
 Discussed
 Enlisted
 Explained
 Expressed
 Facilitated
 Guided
 Helped
 Improved
 Maintained
 Mediated
 Motivated
 Negotiated
 Persuaded
 Promoted
 Publicized
 Purchased
 Raised
 Recommended
 Recruited
 Reinforced
 Sold
 Solicited

Service & Assistance

Advised
 Advocated
 Aided
 Answered
 Arranged
 Assessed
 Attended
 Bolstered
 Cared
 Catered
 Clarified
 Coached
 Collaborated
 Consulted
 Contributed
 Cooperated
 Counseled
 Delivered
 Demonstrated
 Educated
 Encouraged
 Enlisted
 Ensured
 Entertained
 Expedited
 Facilitated
 Fostered
 Furnished
 Furthered
 Guided
 Helped
 Intervened
 Listened
 Maintained
 Participated
 Prepared
 Procured
 Provided
 Referred
 Rehabilitated
 Represented
 Resolved
 Satisfied
 Served
 Strengthened
 Supplied
 Supported
 Sustained
 Volunteered

Teaching & Counseling

Adapted
 Advised
 Advocated
 Aided
 Assessed
 Assisted
 Bolstered
 Briefed
 Cared
 Charged
 Clarified
 Coached
 Comforted
 Communicated
 Conducted
 Consulted
 Coordinated
 Counseled
 Critiqued
 Demonstrated
 Developed
 Diagnosed
 Educated
 Empathized
 Enabled
 Encouraged
 Evaluated
 Expedited
 Explained
 Facilitated
 Familiarized
 Focused
 Guided
 Helped
 Implemented
 Improved
 Influenced
 Informed
 Inspired
 Instilled
 Instructed
 Interpreted
 Investigated
 Lectured
 Monitored
 Motivated
 Observed
 Perceived
 Persuaded
 Presented
 Referred

Rehabilitated
 Represented
 Restored
 Saved
 Shared
 Simulated
 Solved
 Spoke
 Stimulated
 Strengthened
 Substituted
 Supported
 Sustained
 Taught
 Tested
 Trained
 Transmitted
 Tutored
 Validated

Supervision, Management, & Leadership

Administered
 Allocated
 Approved
 Arranged
 Assigned
 Attained
 Authorized
 Bolstered
 Chaired
 Coached
 Conducted
 Consolidated
 Contracted
 Coordinated
 Decided
 Delegated
 Developed
 Directed
 Dismissed
 Dispatched
 Distributed
 Educated
 Encouraged
 Enforced
 Enhanced
 Established
 Evaluated
 Executed
 Exercised
 Expedited

Facilitated
 Followed (through)
 Founded
 Generated
 Governed
 Guided
 Headed
 Hired
 Implemented
 Improved
 Incorporated
 Increased
 Initiated
 Inspired
 Instituted
 Instructed
 Integrated
 Led
 Maintained
 Managed
 Marketed
 Monitored
 Motivated
 Operated
 Organized
 Originated
 Overhauled
 Oversaw
 Planned
 Prepared
 Presided
 Prioritized
 Produced
 Recommended
 Regulated
 Reinforced
 Reorganized
 Responded
 Restored
 Retained
 Reviewed
 Scheduled
 Secured
 Selected
 Set
 Streamlined
 Strengthened
 Supervised
 Taught
 Trained