
Action Verbs

Want to strengthen your resume? Try using a variety of verbs, like the ones listed below to describe your skills and accomplishments:

accomplished	compared	effected	installed	persuaded	represented
achieved	computed	eliminated	instituted	planned	researched
acknowledged	conceived	encouraged	instructed	prepared	reserved
acted	conceptualized	endured	integrated	presented	resolved
adapted	conciliated	enlisted	interpreted	presided	reviewed
adjusted	conducted	entertained	interviewed	preserved	revised
administered	confronted	established	investigated	met	scanned
advertised	consulted	estimated	invented	printed	scheduled
advised	contracted	evaluated	led	processed	screened
affected	controlled	examined	learned	produced	selected
analyzed	convinced	exchanged	lectured	promoted	served
answered	cooperated	executed	listened	proofread	sketched
anticipated	coordinated	expanded	logged	proposed	sold
applied	corresponded	expedited	made	protected	solved
approached	counseled	experienced	maintained	provided	spoke
approved	created	explained	managed	publicized	staffed
arranged	critiqued	explored	manipulated	purchased	standardized
assembled	decided	facilitated	marketed	quoted	stimulated
asserted	defined	familiarized	maximized	ran	studied
assessed	decorated	followed	mediated	raised	summarized
assigned	delegated	formulated	merchandised	read	supervised
assisted	delivered	found	met	realized	supplied
attained	designed	founded	minimized	received	surveyed
attended	detailed	generated	moderated	recommended	synthesized
audited	detected	governed	modified	reconciled	systematized
authored	determined	guided	monitored	recorded	talked
budgeted	developed	handled	motivated	recruited	taught
built	devised	hired	negotiated	rectified	tested
cataloged	directed	implemented	obtained	redesigned	trained
chaired	displayed	improved	operated	reduced	translated
charted	dispensed	increased	organized	related	traveled
clarified	disproved	influenced	originated	remodeled	treated
classified	drafted	informed	oversaw	rendered	transmitted
collaborated	drew up	initiated	participated	renewed	updated
collected	edited	innovated	perceived	repaired	upgraded
communicated	educated	inspected	performed	reported	utilized