



ACTION WORDS FOR RESUMES

Achieved	Delegated	Increased	Procured
Administered	Demonstrated	Influenced	Proposed
Advised	Designed	Informed	Publicized
Analyzed	Developed	Initiated	Recommended
Assembled	Directed	Inspired	Recorded
Assisted	Distributed	Interviewed	Recruited
Attained	Drafted	Invented	Reduced
Balanced	Edited	Investigated	Restored
Built	Educated	Launched	Restructured
Calculated	Enabled	Led	Revised
Captured	Established	Lobbied	Saved
Chaired	Evaluated	Maintained	Served
Choreographed	Examined	Managed	Scheduled
Changed	Executed	Marketed	Sold
Clarified	Expanded	Maximized	Solved
Collaborated	Explained	Modified	Strengthened
Compiled	Facilitated	Monitored	Stimulated
Communicated	Focused	Motivated	Supervised
Completed	Founded	Negotiated	Taught
Conducted	Generated	Obtained	Trained
Constructed	Guarded	Organized	Translated
Controlled	Handled	Originated	Updated
Coordinated	Helped	Originated	Utilized
Copied	Hired	Persuaded	Verified
Corrected	Identified	Prepared	Wrote
Created	Implemented	Presented	
Defined	Improved	Preserved	