

RESUME ACTION VERBS

LEADERSHIP

administered
appointed
approved
assigned
attained
authorized
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized

originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised

RESEARCH

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed

invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
systematized
tested

COMMUNICATION

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
corresponded
debated
defined
delegated
described
developed
directed
discussed

drafted
edited
elicited
enlisted
explained
expressed
formulated
incorporated
influenced
interacted
interpreted
interviewed
involved
judged
lectured
listened
marketed
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
summarized

RESUME ACTION VERBS

synthesized
translated
wrote

TECHNICAL

adapted
assembled
built
calculated
coded
computed
conserved
constructed
converted
designed
determined
developed
engineered
fabricated
installed
maintained
operated
overhauled
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

DATA

adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

TEACHING

adapted
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated

explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
simulated
taught
tested
trained
tutored

HELPING

adapted
advocated
aided
answered
arranged
assessed
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered

guided
intervened
motivated
provided
presented
resolved
simplified
supplied
supported
volunteered

ORGANIZING

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed

RESUME ACTION VERBS

provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

CREATIVE

acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
illustrated

initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

OTHER

achieved
awarded
completed
expanded
exceeded
gained
improved
learned
pioneered
promoted
reduced
resolved
restored
spearheaded
succeeded
surpassed
transformed