

## RESUME ACTION VERBS AND KEYWORDS

**A:** accelerated, acclimated, accompanied, accomplished, achieved, acquired, acted, activated, actuated, adapted, added, addressed, adhered, adjusted, administered, admitted, adopted, advanced, advertised, advised, advocated, aided, aired, affected, allocated, altered, amended, amplified, analyzed, answered, anticipated, appointed, appraised, approached, approved, arbitrated, arranged, ascertained, asked, assembled, assigned, assumed, assessed, assisted, attained, attracted, audited, augmented, authored, authorized, automated, awarded, avail

**B:** balanced, bargained, borrowed, bought, broadened, budgeted, built

**C:** calculated, canvassed, capitalized, captured, carried, out, cast, cataloged, centralized, challenged, chaired, changed, channeled, charted, checked, chose, circulated, clarified, classified, cleared, closed, co-authored, cold, called, collaborated, collected, combined, commissioned, committed, communicated, compared, compiled, complied, completed, composed, computed, conceived, conceptualized, concluded, condensed, conducted, conferred, consolidated, constructed, consulted, contracted, contrasted, contributed, contrived, controlled, converted, convinced, coordinated, corrected, corresponded, counseled, counted, created, critiqued, cultivated

**D:** debugged, decided, decentralized, decreased, deferred, defined, delegated, delivered, demonstrated, depreciated, described, designated, designed, determined, developed, devised, devoted, diagrammed, directed, disclosed, discounted, discovered, dispatched, displayed, dissembled, distinguished, distributed, diversified, divested, documented, doubled, drafted

**E:** earned, eased, edited, effected, elected, eliminated, employed, enabled, encouraged, endorsed, enforced, engaged, engineered, enhanced, enlarged, enriched, entered, entertained, established, estimated, evaluated, examined, exceeded, exchanged, executed, exempted, exercised, expanded, expedited, explained, exposed, extended, extracted, extrapolated

**F:** facilitated, familiarized, fashioned, fielded, figured, financed, fit, focused, forecasted, formalized, formed, formulated, fortified, found, founded, framed, fulfilled, functioned, furnished

**G:** gained, gathered, gauged, gave, generated, governed, graded, granted, greeted, grouped, guided

**H:** handled, headed, hired, hosted

**I:** identified, illustrated, illuminated, implemented, improved, improvised, inaugurated, indoctrinated, increased, incurred, induced, influenced, informed, initiated, innovated, inquired, inspected, inspired, installed, instigated, instilled, instituted, instructed, insured, interfaced, interpreted, interviewed, introduced, invnted,

inventoried, invested, investigated, invited, involved, isolated, issued

**J:** joined, judged

**L:** launched, lectured, led, lightened, liquidated, litigated, lobbied, localized, located

**M:** maintained, managed, mapped, marketed, maximized, measured, mediated, merchandised, merged, met, minimized, modeled, moderated, modernized, modified, monitored, motivated, moved, multiplied

**N:** named, narrated, negotiated, noticed, nurtured

**O:** observed, obtained, offered, offset, opened, operated, orchestrated, ordered, organized, oriented, originated, overhauled, oversaw

**P:** paid, participated, passed, patterned, penalized, perceived, performed, permitted, persuaded, phased, out, pinpointed, pioneered, placed, planned, polled, prepared, presented, preserved, presided, prevented, priced, printed, prioritized, probed, processed, procured, produced, profiled, programmed, projected, promoted, prompted, proposed, proved, provided, publicized, published, purchased, pursued

**Q:** quantified, quoted

**R:** raised, ranked, rated, reacted, read, received, recommended, reconciled, recorded, recovered, recruited, rectified, redesigned, reduced, referred, refined, regained, regulated, rehabilitated, reinforced, reinstated, rejected, related, remedied, remodeled, renegotiated, reorganized, replaced, repaired, reported, represented, requested, researched, resolved, responded, restored, restructured, resulted, retained, retrieved, revamped, revealed, reversed, reviewed, revised, revitalized, rewarded, routed

**S:** safeguarded, salvaged, saved, scheduled, screened, secured, segmented, selected, sent, separated, served, serviced, settled, shaped, shortened, showed, shrank, signed, simplified, sold, solved, spearheaded, specified, speculated, spoke, spread, stabilized, staffed, staged, standardized, steered, stimulated, strategized, streamlined, strengthened, stressed, structured, studied, submitted, substantiated, substituted, suggested, summarized, superseded, supervised, supplied, supported, surpassed, surveyed, synchronized, synthesized, systematized

**T:** tabulated, tailored, targeted, taught, terminated, tested, testified, tightened, took, traced, traded, trained, transacted, transferred, transformed, translated, transported, traveled, treated, tripled

**U:** uncovered, undertook, unified, united, updated, upgraded, used, utilized

**V:** validated, valued, verified, viewed, visited

**W:** weighed, welcomed, widened, witnessed, won, worked, wrote

*Taken From: [http://www.resume-help.org/resume\\_action\\_words.htm](http://www.resume-help.org/resume_action_words.htm)*