

Resume Action Verbs

By Opportunity Cell Career Guide

Communication Skills	Creative Skills	Financial Skills	Helping Skills	Management Skills	Organizational Skills	Teaching Skills	Technical Skills (Applied)
Addressed	Accentuated	Administered	Accompanied	Achieved	Administered	Adapted	Assembled
Advertising	Acted	Adjusted	Adapted	Acquired	Adopted	Advised	Built
Amplified	Adapted	Allocated	Adjusted	Administered	Advanced	Coached	Conserved
Arranged	Articulated	Analyzed	Advised	Analyzed	Allotted	Communicated	Constructed
Authored	Combined	Appraised	Advocated	Anticipated	Arranged	Conducted	Converted
Bridged	Composed	Assessed	Aided	Appointed	Assessed	Coordinated	Designed
Broadened	Customized	Audited	Amended	Approved	Blended	Critiqued	Determined
Canvassed	Described	Balanced	Applied	Assigned	Catalogued	Cultivated	Developed
Cautioned	Diagramed	Bought	Arranged	Authorized	Categorized	Developed	Engineered
Challenged	Displayed	Budgeted	Assessed	Awarded	Centralized	Devoted	Enhanced
Clarified	Designed	Calculated	Assisted	Blocked	Classified	Evaluated	Fabricated
Collaborated	Developed	Capitalized	Attended	Certified	Collected	Explained	Implemented
Composed	Directed	Closed	Coached	Chaired	Compiled	Facilitated	Improved
Considered	Drew	Computed	Collaborated	Changed	Consolidated	Focused	Inspected
Consulted	Entertained	Corrected	Contributed	Charted	Corrected	Fostered	Installed
Contacted	Established	Determined	Cooperated	Contracted	Corresponded	Graded	Overhauled
Conveyed	Exhibited	Estimated	Counseled	Controlled	Distributed	Guided	Programmed
Convinced	Fashioned	Managed	Demonstrated	Converted	Earned	Individualized	Regulated
Counseled	Formulated	Marketed	Diagnosed	Coordinated	Executed	Informed	Remodel
Corresponded	Founded	Measured	Educated	Decided	Filed	Inspired	Repaired
Defined	Generated	Planned	Enabled	Decreased	Forged	Instilled	Restored
Directed	Illustrated	Prepared	Encouraged	Delegated	Formalized	Instructed	Serviced
Discussed	Initiated	Programmed	Ensured	Designated	Generated	Interacted	Specialized
Drafted	Instituted	Projected	Expedited	Developed	Inspected	Mentored	Specified
Edited	Integrated	Reconciled	Facilitated	Eliminated	Lobbied	Motivated	Standardized
Enlisted	Introduced	Reduced	Familiarized	Enforced	Maintained	Persuaded	Studied
Explained	Invented	Researched	Furthered	Enhanced	Mapped	simulated	Upgraded
Expressed	Modeled	Sold	Guided	Established	Monitored	Taught	Utilized
Framed	Modified	Solicited	Helped	Executed	Operated	Tested	
Forged	Originated		Partnered	Expanded	Organized	Trained	
Formulated	Performed		Prepared	Finalized	Prepared	Translated	
Incorporated	Photographed		Prevented	Generated	Processed	Transmitted	

Influenced	Pioneered		Provided	Handled	Regulated	Tutored	
Informed	Planned		Referred	Headed	Remodel		
Interacted	Played		Rehabilitated	Hired	Repaired		
Involved	Recorded		Represented	Hosted	Restored		
Marketed	Remodeled		Resolved	Incorporated	Serviced		
Mediated	Revamped		Served	Increased	Specialized		
Negotiated	Revised		Simplified	Initiated	Specified		
Observed	Shaped		Staffed	Instituted	Standardized		
Outlined	Solved		Supplied	Led	Studied		
Presented			Supported	Managed	Upgraded		
Promoted			Volunteered	Merged	Utilized		
Proposed				Navigated			
Publicized				Organized			
Questioned				Originated			
Recruited				Overhauled			
Reviewed				Oversaw			
Scrutinized				Planned			
Solicited				Plotted			
Spoke				Predicted			
Summarized				Presided			
Synthesized				Prioritized			
Wrote				Produced			
				Qualified			
				Recommended			
				Recognized			
				Reviewed			
				Scheduled			
				Secured			
				Selected			
				Streamlined			
				Stimulated			
				Strengthened			
				Supervised			
				Terminated			