

Action Verbs for Your Resume

A

Abated
Abbreviated
Abolished
Abridged
Absolved
Absorbed
Accelerated
Accentuated
Accommodated
Accompanied
Accomplished
Accounted for
Accrued
Accumulated
Achieved
Acquired
Acted
Activated
Actuated
Adapted
Added
Addressed
Adhered to
Adjusted
Administered
Adopted
Advanced
Advertised
Advised
Advocated
Affirmed
Aided
Alerted
Aligned
Alleviated
Allocated
Altered
Analyzed
Answered

Applied
Appraised
Approved
Arbitrated
Arranged
Assembled
Assessed
Assimilated
Assisted
Attained
Attended
Attracted
Audited
Augmented
Authored
Authorized
Automated
Averted
Avoided
Awarded

B

Balanced
Bargained
Began
Benchmarked
Benefitted
Bid
Billed
Blended
Blocked
Bolstered
Boosted
Bought
Branded
Bridged
Broadened
Brought
Budgeted
Built

C

Calculated
Calibrated
Canvassed
Capitalized
Captured
Cared for
Carried
Carried out
Carved
Catalogued
Categorized
Caught
Cautioned
Cemented
Centralized
Certified
Chaired
Challenged
Championed
Changed
Channeled
Charged
Chartered
Checked
Chose
Chronicled
Circulated
Circumvented
Cited
Clarified
Classified
Cleaned
Cleared
Closed
Coached
Co-authored
Coded
Cold called
Collaborated
Collated
Collected

Combined
Commanded
Commenced
Commended
Commissioned
Communication
Compared
Compiled
Complemented
Completed
Composed
Compounded
Computed
Conceived
Concentrated
Conceptualized
Concluded
Condensed
Conducted
Conferred
Configured
Confirmed
Confronted
Connected
Conserved
Considered
Consolidated
Constructed
Consulted
Consummated
Contacted
Continued
Contracted
Contributed
Controlled
Converted
Conveyed
Convinced
Cooperated
Coordinated
Copied

Copyrighted
Corrected
Correlated
Corresponded
Counseled
Counted
Created
Credited with
Critiqued
Cultivated
Customized
Cut

D

Dealt
Debated
Debugged
Decentralized
Decided
Decoded
Decreased
Dedicated
Deferred
Defined
Delegated
Deleted
Delineated
Delivered
Demonstrated
Deployed
Depreciated
Derived
Described
Designed
Designated
Detailed
Detected
Determined
Developed
Devised
Devoted
Diagnosed
Diagramed
Differentiated
Diffused
Directed
Disbursed
Disclosed
Discounted
Discovered
Discussed

Dispatched
Dispensed
Dispersed
Displayed
Disposed
Disproved
Dissected
Disseminated
Dissolved
Distinguished
Distributed
Diversified
Diverted
Divided
Documented
Doubled
Drafted
Dramatized
Drew up
Drove

E

Earned
Eased
Economized
Edited
Educated
Effected
Elaborated
Elected
Elevated
Elicited
Eliminated
Embraced
Emphasized
Employed
Empowered
Enabled
Encouraged
Encountered
Ended
Endorsed
Enforced
Engaged
Engineered
Enhanced
Enlarged
Enlisted
Enriched
Enrolled
Ensured

Entered
Entertained
Enticed
Equipped
Ensure
Established
Estimated
Evaluated
Examined
Exceeded
Exchanged
Executed
Exercised
Exhibited
Executed
Examined
Expanded
Expedited
Experienced
Experimented
Explained
Explored
Exposed
Expressed
Extended
Extracted

F

Fabricated
Facilitated
Factored
Familiarized
Fashioned
Fielded
Filed
Filled
Finalized
Financed
Fine-tuned
Finished
Fixed
Focused
Followed
Forecasted
Forged
Formalized
Formatted
Formed
Formulated
Fortified
Forwarded

Fostered
Fought
Founded
Framed
Fulfilled
Functioned as
Funded
Furnished
Furthered

G

Gained
Garnered
Gathered
Gave
Generated
Governed
Graded
Graduated
Granted
Graphed
Grasped
Greeted
Grew
Grouped
Guaranteed
Guided

H

Halted
Halved
Handled
Headed
Heightened
Held
Helped
Hired
Hosted
Hypnotized
Hypothesized

I

Identified
Ignited
Illuminated
Illustrated
Implemented
Imported
Improved
Improvised
Inaugurated
Incited

Included
Incorporated
Increased
Incurred
Indicated
Individualized
Indoctrinated
Induced
Influenced
Informed
Infused
Initiated
Innovated
Inspected
Inspired
Installed
Instilled
Instituted
Instructed
Insured
Integrated
Intensified
Interacted
Interceded
Interfaced
Interpreted
Interviewed
Introduced
Invented
Inventoried
Invested
Investigated
Invigorated
Invited
Involved
Isolated
Issued
Itemized

J

Joined
Judged
Justified

L

Launched
Learned
Leased
Lectured
Led
Lessened
Leveraged

Licensed
Lifted
Lightened
Limited
Linked
Liquidated
Listened
Litigated
Loaded
Lobbied
Localized
Located
Logged

M

Made
Maintained
Managed
Mandated
Maneuvered
Manipulated
Manufactured
Mapped
Marked
Marketed
Mastered
Maximized
Measured
Mediated
Memorized
Mentored
Merchandised
Merged
Merited
Met
Minimized
Mobilized
Modeled
Moderated
Modernized
Modified
Molded
Monitored
Motivated
Mounted
Moved
Multiplied

N

Named
Narrated
Navigated

Negotiated
Netted
Networked
Neutralized
Nominated
Normalized
Noticed
Notified
Nurtured

O

Observed
Obtained
Offered
Officiated
Opened
Operated
Optimized
Orchestrated
Ordered
Organized
Oriented
Originated
Outdistanced
Outlined
Overcame
Overhauled
Oversaw
Owned

P

Packaged
Participated
Partnered
Passed
Patented
Performed
Persuaded
Piloted
Pinpointed
Pioneered
Placed
Planned
Played
Polled
Posted
Prepared
Prescribed
Presented
Presided
Prevented
Priced

Printed
Prioritized
Probed
Processed
Procured
Produced
Profiled
Programmed
Projected
Promoted
Prompted
Proofread
Proposed
Protected
Proved
Provided
Pruned
Publicized
Published
Purchased
Pursued

Q

Quadrupled
Qualified
Quantified
Queried
Questioned
Quoted

R

Raised
Ranked
Read
Reached
Realized
Rebuilt
Received
Recognized
Recommended
Reconciled
Re-engineered
Recommended
Recorded
Recruited
Rectified
Redesigned
Redirected
Reduced
Referred
Refined
Regulated

Rendered
Reorganized
Remodeled
Repaired
Replaced
Reported
Represented
Reproduced
Requested
Rescued
Researched
Responded
Restored
Restructured
Resolved
Retooled
Retrieved
Revamped
Reversed
Reviewed
Revised
Revitalized
Rewarded
Routed

S

Safeguarded
Salvaged
Saved
Scanned
Scheduled
Screened
Sculptured
Searched
Secured
Segmented
Selected
Sent
Separated
Sequenced
Served as
Serviced
Settled
Set up
Shaped
Shared
Sharpened
Shipped
Shortened
Showed
Shrank

Signed
Simplified
Simulated
Sketched
Skilled
Slashed
Smoothed
Sold
Solicited
Solved
Sorted
Sourced
Sparked
Spearheaded
Specified
Speculated
Spent
Spoke
Sponsored
Spread
Spurred
Stabilized
Staffed
Staged
Standardized
Started
Steered
Stimulated
Strategized
Streamlined
Strengthened
Stressed
Stretched
Structured
Studied
Substantiated
Substituted
Suggested
Summarized
Superseded
Supervised
Supplied
Supported
Surpassed
Surveyed
Swept
Synchronized
Systemized

T

Tabulated

Tackled
Tailored
Talked
Tallied
Targeted
Tasted
Taught
Teamed
Tempered
Tended
Terminated
Tested
Testified
Tied
Tightened
Took part in
Topped
Totalled
Traced
Tracked
Traded
Trained
Transacted
Transcribed
Transferred
Transformed
Transitioned
Translated
Transmitted
Transported
Traveled
Treated
Trimmed
Tripled
Troubleshoot
Turned
Tutored
Typed

U

Uncovered
Underlined
Underscored
Undertook
Unified
United
Updated
Upgraded
Upheld
Urged
Used

Utilized

V

Validated
Valued
Vaulted
Verbalized
Verified
Viewed
Visited
Visualized
Voiced
Volunteered
Vended

W

Was in charge of
Was responsible for
Weathered
Weighed
Welcomed
Widened
Withstood
Witnessed
Won
Worked
Wove
Wrote

Y

Yielded