

Action Verbs for Your Resume

Well-chosen action verbs make a big difference in describing your work experience effectively. Use this list to get you started.

accelerated	conserved	facilitated	planned
accessed	constructed	filed	prepared
acted	consulted	finished	presented
administered	controlled	fixed	programmed
advertised	coordinated	focused	proposed
advised	counseled	followed	protected
affected	created	formulated	publicized
analyzed	defined	generated	purchased
applied	delivered	guided	recruited
approved	demonstrated	helped	reduced
arranged	developed	illustrated	referred
assembled	diagnosed	improved	repaired
assisted	directed	increased	represented
attended	divided	interviewed	researched
balanced	documented	investigated	revised
brought	drafted	judged	selected
budgeted	drove	lectured	sold
built	edited	led	solicited
calculated	eliminated	maintained	solved
checked	encouraged	managed	supported
classified	endorsed	mediated	taught
collected	enforced	monitored	tested
compiled	established	negotiated	trained
competed	examined	observed	updated
completed	exceeded	obtained	utilized
conceived	executed	operated	volunteered
conducted	expanded	organized	wrote

Source: <http://www.gradview.com/careers/actionverb.html>