Action Verb List: Resume Basics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accomplished | Consulted | Exceeded | Minimized | Researched |
| Achieved | Contributed | Exceled | Modified | Resolved |
| Acquired | Controlled | Executed | Monitored | Responded |
| Adapted | Corrected | Exercised | Motivated | Restored |
| Adjusted | Created | Expanded | Negotiated | Retained |
| Administered | Cultivated | Facilitated | Obtained | Reviewed |
| Advanced | Decentralized | Forecasted | Optimized | Revised |
| Advised | Decreased | Formulated | Orchestrated | Revitalized |
| Allocated | Dedicated | Fostered | Organized | Screened |
| Analyzed | Defined | Gained | Oversaw | Secured |
| Anticipated | Delegated | Generated | Performed | Sold |
| Appraised | Delivered | Guided | Planned | Served |
| Appropriated | Demonstrated | Handled | Practiced | Simplified |
| Approved | Deployed | Helped | Prepared | Solved |
| Arranged | Designated | Identified | Presented | Sparked |
| Assembled | Designed | Impacted | Prevented | Standardized |
| Assessed | Developed | Implemented | Prioritized | Strengthened |
| Assimilated | Disseminated | Improved | Processed | Structured |
| Assisted | Distributed | Increased | Procured | Studied |
| Assumed | Documented | Influenced | Produced | Suggested |
| Attained | Drafted | Initiated | Programmed | Supervised |
| Audited | Earned | Inspected | Promoted | Supported |
| Authorized | Edited | Installed | Proposed | Surpassed |
| Broadened | Educated | Insured | Provided | Surveyed |
| Built | Elicited | Integrated | Pursued | Sustained |
| Centralized | Eliminated | Introduced | Realized | Trained |
| Coached | Empowered | Invented | Received | Translated |
| Collaborated | Enabled | Launched | Recommended | Uncovered |
| Collected | Encouraged | Led | Reconciled | Unified |
| Compiled | Energized | Maintained | Recruited | Used |
| Composed | Enforced | Managed | Reduced | Utilized |
| Conceived | Enhanced | Marketed | Regulated | Validated |
| Condensed | Established | Maximized | Reinforced | Verified |
| Conducted | Evaluated | Mediated | Released | Widened |
| Consolidated | Examined | Met | Reported | Won |