

Action Verbs for Resumes

(courtesy of WriteExpress)

anticipated	experimented	lectured	received	scheduled
arbitrated	explained	lifted	recommended	selected
ascertained	expressed	listened	reconciled	sensed
charted	extracted	logged	reconciled	separated
checked	filed	maintained	perceived	served
classified	financed	made	performed	sewed
collected	fixed	managed	persuaded	shaped
completed	followed	manipulated	photographed	shared
conducted	formulated	mediated	piloted	showed
conserved	founded	memorized	planned	sketched
consolidated	gathered	modeled	played	sorted
constructed	gave	monitored	predicted	sorted
controlled	generated	motivated	prepared	summarized
coordinated	guided	navigated	prescribed	supervised
counseled	handled	negotiated	presented	supplied
created	headed	observed	printed	symbolized
decided	helped	obtained	processed	synergized
defined	hypothesized	offered	produced	synthesized
delivered	identified	operated	programmed	systematized
detailed	illustrated	ordered	projected	talked
detected	imagined	organized	promoted	taught
determined	implemented	originated	proof-read	tended
devised	improved	painted	protected	tested
diagnosed	improvised	perceived	provided	trained
directed	increased	performed	publicized	transcribed
discovered	influenced	persuaded	purchased	translated
dispensed	informed	photographed	recorded	traveled
displayed	initiated	piloted	recruited	treated
disproved	innovated	planned	reduced	troubleshoot
dissected	inspected	played	referred	tutored
distributed	installed	predicted	rehabilitated	typed
diverted	instituted	prepared	related	unified
dramatized	instructed	prescribed	rendered	united
drew	integrated	presented	repaired	upgraded
drove	interpreted	printed	reported	used
eliminated	interviewed	processed	represented	utilized
empathized	invented	produced	researched	verbalized
enforced	inventoried	programmed	resolved	warned
established	investigated	questioned	responded	washed
estimated	judged	raised	restored	weighed
evaluated	kept	read	retrieved	wired
examined	led	realized	reviewed	worked
expanded	learned	reasoned	risked	