

ACTION
WORDS FOR
RESUME

accelerated	coordinated	guided	recommended
achieved	counseled	handled	recorded
acquired	created	hired	recruited
acted	critiqued	implemented	regulated
adapted	cultivated	improvised	repaired
addressed	dealt	increased	reported
administered	decided	initiated	researched
advised	defined	innovated	resolved
advocated	delegated	inspected	restored
allocated	delivered	instructed	revised
analyzed	demonstrated	interpreted	scheduled
applied	designed	launched	screened
appraised	developed	led	selected
approved	devised	maintained	served
arranged	diagnosed	managed	serviced
assembled	directed	marketed	set-up
assessed	discovered	mediated	solicited
assisted	distributed	modified	specialized
audited	doubled	molded	spoke
awarded	drafted	monitored	sponsored
brought	earned	negotiated	staffed
budgeted	edited	obtained	strategized
built	eliminated	offered	structured
calculated	enforced	operated	suggested
catalogued	engineered	orchestrated	supervised
chaired	enlightened	organized	surveyed
classified	enlisted	originated	sustained
collaborated	established	oversaw	synthesized
combined	estimated	participated	systematized
communicated	evaluated	perceived	tabulated
compiled	examined	performed	targeted
conceived	exceeded	persuaded	taught
condensed	expanded	planned	tested
conducted	expedited	prepared	trained
consolidated	experienced	presented	transferred
constructed	fabricated	produced	undertook
contracted	facilitated	programmed	updated
controlled	filed	promoted	utilized
converted	forecasted	provided	verified
	formed	publicized	vitalized
	founded	published	won
	gathered	purchased	worked
	generated	received	wrote