

Action Verbs For Resume Statements

Adapted	Administered	Advised	Analyzed
Arbitrated	Arranged	Assembled	Assisted
Audited	Built	Calculated	Charted
Collected	Completed	Compounded	Conducted
Conserved	Consolidated	Constructed	Consulted
Controlled	Coordinated	Corresponded	Counseled
Created	Criticized	Delegated	Delivered
Demonstrated	Designed	Detected	Determined
Developed	Devised	Diagnosed	Directed
Discovered	Dispensed	Disproved	Distributed
Drew up	Edited	Eliminated	Established
Evaluated	Examined	Expanded	Formulated
Founded	Generated	Identified	Implemented
Improved	Increased	Influenced	Installed
Instituted	Instructed	Interpreted	Interviewed
Invented	Launched	Lead	Lectured
Logged	Maintained	Managed	Motivated
Navigated	Negotiated	Obtained	Operated
Ordered	Organized	Oversaw	Participated
Performed	Pinpointed	Planned	Prepared
Prescribed	Presented	Processed	Produced
Programmed	Promoted	Proposed	Protected
Proved	Provided	Purchased	Realized
Received	Recommended	Recorded	Reduced
Referred	Reinforced	Rendered	Reorganized
Represented	Researched	Restored	Revamped
Reviewed	Revised	Routed	Scheduled
Selected	Served	Sold	Solved
Streamlined	Structured	Studied	Supervised
Supplied	Supported	Tested	Trained
Translated	Wrote		