

# Resume Action Words

## A

Achieved  
Acquired  
Adapted  
Addressed  
Administered  
Analyzed  
Assembled  
Assisted  
Audited

## B

Balanced  
Broadened  
Budgeted  
Built

## C

Calculated  
Changed  
Collaborated  
Composed  
Conducted  
Constructed  
Coordinated  
Created  
Cultivated

## D

Demonstrated  
Designed  
Developed  
Devised  
Discovered  
Doubled  
Drafted

## E

Edited  
Eliminated  
Enforced  
Established  
Evaluated  
Expanded  
Explained

## F

Facilitated  
Fielded  
Forecasted  
Formed  
Founded

## G

Gained  
Generated  
Granted  
Guided

## H

Handled  
Headed  
Heightened  
Hired

## I

Implemented  
Improved  
Informed  
Insured  
Interpreted  
Interviewed

## L

Launched  
Lectured  
Led

## M

Maintained  
Managed  
Marketed  
Minimized  
Motivated

## N

Named  
Narrated  
Negotiated

## O

Obtained  
Operated  
Organized  
Originated  
Oversaw

## P

Performed  
Planned  
Prevented  
Produced  
Programmed  
Promoted  
Provided  
Publicized  
Published

## R

Recruited  
Reorganized  
Reported  
Researched  
Resolved  
Reviewed

## S

Selected  
Set up  
Simplified  
Solved  
Supervised  
Surveyed

## T

Taught  
Tested  
Trained

## U

Used  
Utilized

## V

Validated  
Valued  
Verified  
Viewed

## W

Weighed  
Widened  
Witnessed  
Won  
Wrote