

## Resume Action Verbs

- anticipated
- arbitrated
- ascertained
- charted
- checked
- classified
- collected
- completed
- conducted
- conserved
- consolidated
- constructed
- controlled
- coordinated
- counseled
- created
- decided
- defined
- delivered
- detailed
- detected
- determined
- devised
- diagnosed
- directed
- discovered
- dispensed
- displayed
- disproved
- dissected
- distributed
- diverted
- dramatized
- drew
- drove
- eliminated
- empathized
- enforced
- established
- estimated
- evaluated
- examined
- expanded
- experimented
- explained
- expressed
- extracted
- filed
- inspected
- installed
- instituted
- instructed
- integrated
- interpreted
- interviewed
- invented
- inventoried
- investigated
- judged
- kept
- led
- learned
- lectured
- lifted
- listened
- logged
- maintained
- made
- managed
- manipulated
- mediated
- memorized
- modeled
- monitored
- motivated
- navigated
- negotiated
- observed
- obtained
- offered
- operated
- ordered
- organized
- originated
- painted
- perceived
- performed
- persuaded
- photographed
- piloted
- planned
- played
- predicted
- prepared
- prescribed
- presented
- printed
- processed
- produced
- programmed
- projected
- promoted
- proof-read
- protected
- provided
- publicized
- purchased
- recorded
- recruited
- reduced
- referred
- rehabilitated
- related
- rendered
- repaired
- reported
- represented
- researched
- resolved
- responded
- restored
- retrieved
- reviewed
- risked
- scheduled
- selected
- sensed
- separated
- served
- sewed
- shaped
- shared
- showed
- sketched
- solved
- sorted
- summarized
- supervised
- supplied
- symbolized
- synergized
- synthesized
- systematized
- talked

- financed
- fixed
- followed
- formulated
- founded
- gathered
- gave
- generated
- guided
- handled
- headed
- helped
- hypothesized
- identified
- illustrated
- imagined
- implemented
- improved
- improvised
- increased
- influenced
- informed
- initiated
- innovated
- printed
- processed
- produced
- programmed
- questioned
- raised
- read
- realized
- reasoned
- received
- recommended
- reconciled
- painted
- perceived
- performed
- persuaded
- photographed
- piloted
- planned
- played
- predicted
- prepared
- prescribed
- presented
- taught
- tended
- tested
- trained
- transcribed
- translated
- traveled
- treated
- troubleshoot
- tutored
- typed
- unified
- united
- upgraded
- used
- utilized
- verbalized
- warned
- washed
- weighed
- wired
- worked