

“Action” Verbs for Résumés and Letters

accelerated	convinced	gave	paid painted	specified
accomplished	coordinated	grabbed	participated	spoke
accounted for	copied	graded	perceived	started
achieved	corrected	greeted	performed	stated
acquired	counseled	grossed	persuaded	stopped
added	counted	guided	pioneered	straightened
adjusted	crafted	handled	planned	streamlined
administered	critiqued	hastened	played	stripped
advised	dealt	heightened	policed	studied
aided	debated	helped	prepared	submitted
alphabetized	decided	hiked	presented	suggested
analyzed	defined	housed	prevailed	summarized
anticipated	delegated	hunted	processed	supervised
applied	demonstrated	identified	produced	supported
appointed	designed	implemented	profited	surveyed
appraised	determined	improved	programmed	targeted
arbitrated	developed	included	projected	taught
arranged	devised	incorporated	promoted	tested
assessed	did	increased	proofed	tightened
assisted	digested	indicated	proved	took
assumed	diminished	innovate	purchased	took over
assured	directed	inspected	qualified	totaled
attended	discovered	instructed	quickened	toured
authored	dramatized	insured	ran	tracked
authorized	drew up	interpreted	rated	trained
awarded	dropped	introduced	realized	transferred
began	earned	investigated	received	transformed
boosted	edited	joined	recognized	translated
bought	elected	kept	recommended	traveled
briefed	employed	labored	reduced	treated
brought	encouraged	launched	related	tutored
budgeted	enjoyed	lectured	renovated	typed
calculated	enlarged	led	reported	uncovered
cataloged	enlisted	licensed	rescued	unearthed
caught	ensured	located	researched	unfurled
caused	entered	looked	resulted in	welcomed
chaired	established	made	returned	won
changed	estimated	maintained	revealed	worked
checked	evaluated	managed	reviewed	
chopped	excelled	mapped out	revised	
chose	executed	maximized	said saved	
classified	exercised	met	saw	
cleared up	expanded	modified	screened	
closed	expedited	monitored	scrutinized	
combined	explained	motivated	selected	
communicated	explored	moved	sent	
compared	familiarized	named	served	
completed	filed	negotiated	sent	
composed	financed	netted	served	
conceived	forecast	observed	set	
concluded	foresaw	opened	shipped	
conditioned	formulated	opened	shored up	
conducted	forwarded	operated	showed	
constructed	fostered	ordered	sifted	
continued	found	organized	simplified	
contracted	gained	overcame	smoothed	
controlled	gathered	oversaw	solved sought	

