

# Action Verbs

Action Verbs are extremely important to writing a great résumé! Here are over 180 action verbs that will be useful to you.

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- |                |               |               |
|----------------|---------------|---------------|
| Accomplished   | Edited        | Overhauled    |
| Achieved       | Educated      | Oversaw       |
| Acted          | Eliminated    | Performed     |
| Adapted        | Enabled       | Persuaded     |
| Addressed      | Encouraged    | Planned       |
| Administered   | Engineered    | Prepared      |
| Advanced       | Enlisted      | Presented     |
| Advised        | Established   | Prioritized   |
| Allocated      | Evaluated     | Processed     |
| Analyzed       | Examined      | Produced      |
| Appraised      | Executed      | Programmed    |
| Approved       | Expanded      | Projected     |
| Arranged       | Expedited     | Promoted      |
| Assembled      | Explained     | Provided      |
| Assigned       | Extracted     | Publicized    |
| Assisted       | Fabricated    | Published     |
| Attained       | Facilitated   | Purchased     |
| Audited        | Familiarized  | Recommended   |
| Authored       | Fashioned     | Reconciled    |
| Automated      | Focused       | Recorded      |
| Balanced       | Forecast      | Recruited     |
| Budgeted       | Formulated    | Reduced       |
| Built          | Founded       | Referred      |
| Calculated     | Generated     | Regulated     |
| Catalogued     | Guided        | Rehabilitated |
| Chaired        | Headed Up     | Remodeled     |
| Clarified      | Identified    | Repaired      |
| Classified     | Illustrated   | Represented   |
| Coached        | Implemented   | Researched    |
| Collected      | Improved      | Restored      |
| Compiled       | Increased     | Restructured  |
| Completed      | Indoctrinated | Retrieved     |
| Composed       | Influenced    | Revitalized   |
| Computed       | Informed      | Saved         |
| Conceptualized | Initiated     | Scheduled     |
| Conducted      | Innovated     | Schooled      |
| Consolidated   | Inspected     | Screened      |
| Contained      | Installed     | Set           |
| Contracted     | Instigated    | Shaped        |
| Contributed    | Instituted    | Solidified    |
| Controlled     | Instructed    | Solved        |
| Coordinated    | Integrated    | Specified     |
| Corresponded   | Interpreted   | Stimulated    |
| Counseled      | Interviewed   | Streamlined   |
| Created        | Introduced    | Strengthened  |
| Critiqued      | Invented      | Summarized    |
| Cut            | Launched      | Supervised    |
| Decreased      | Lectured      | Surveyed      |
| Delegated      | Led           | Systemized    |
| Demonstrated   | Maintained    | Tabulated     |
| Designed       | Managed       | Taught        |
| Developed      | Marketed      | Trained       |
| Devised        | Mediated      | Translated    |
| Diagnosed      | Moderated     | Traveled      |
| Directed       | Monitored     | Trimmed       |
| Dispatched     | Motivated     | Upgraded      |
| Distinguished  | Negotiated    | Validated     |
| Diversified    | Operated      | Worked        |
| Drafted        | Originated    | Wrote         |