



# USING ACTION VERBS EFFECTIVELY

When describing job experience or skills on your resume, it's important to use statements fully supporting your objective. The use of action verbs is a highly effective resume writing technique to emphasize the strengths and qualifications you possess.

## A

accelerated  
accessed  
accomplished  
accounted for  
achieved  
acquired  
acted  
activated  
adapted  
added  
addressed  
adjusted  
administered  
adopted  
advanced  
advertised  
advised  
aided  
allocated  
altered  
amended  
analyzed  
answered  
anticipated  
applied  
appointed  
approved  
arbitrated  
arranged  
articulated  
ascertained  
assembled  
assessed  
assigned  
assisted  
attained  
attended  
attracted  
audited  
augmented  
authored  
authorized  
automated  
awarded

## B

balanced  
bargained  
began  
bid  
blended  
bought  
broadened  
budgeted  
built

## C

calculated  
calibrated  
catalogued  
categorized  
centralized  
certified  
chaired  
championed  
changed  
charted  
checked  
chose  
clarified  
classified  
cleaned  
cleared  
closed  
coached  
collaborated  
collated  
collected  
combined  
communicated  
compared  
compiled  
completed  
contacted  
contained  
composed  
computed  
conceived  
conceptualized  
concluded  
condensed

conducted  
conserved  
consolidated  
constructed  
consulted  
continued  
contracted  
contributed  
controlled  
converted  
conveyed  
convinced  
cooperated  
coordinated  
copied  
corrected  
correlated  
counseled  
crafted  
created  
critiqued  
cultivated  
cut

## D

dealt with  
debugged  
decentralized  
decided  
decreased  
defined  
delegated  
delivered  
demonstrated  
derived  
designated  
designed  
detected  
determined  
developed  
devised  
differentiated  
diagnosed  
directed  
disbursed  
disclosed  
discovered

dispatched  
dispensed  
displayed  
dissected  
disseminated  
distributed  
diverted  
documented  
doubled  
drafted  
drove

## E

earned  
edited  
effected  
elaborated  
eliminated  
empathized  
employed  
emptied  
enabled  
encouraged  
enforced  
engaged  
engineered  
enhanced  
exhibited  
enlarged  
enlisted  
enriched  
ensured  
entered  
established  
estimated  
evaluated  
examined  
exceeded  
exchanged  
executed  
exercised  
expanded  
expedited  
experimented  
explained  
exposed

extended  
extracted

## F

fabricated  
facilitated  
fielded  
filed  
filled  
finalized  
financed  
finished  
fired  
fixed  
focused  
folded  
followed  
forecasted  
formalized  
formed  
formulated  
fostered  
founded  
fulfilled  
furnished  
furthered

## G

gained  
gathered  
gave  
generated  
governed  
granted  
guaranteed  
guided

## H

handled  
headed  
heightened  
helped  
hired

hosted  
hypothesized

**I**  
identified  
illustrated  
imagined  
implemented  
improved  
improvised  
incorporated  
increased  
influenced  
informed  
initiated  
innovated  
inspected  
inspired  
installed  
instigated  
instituted  
itemized  
instructed  
integrated  
interacted  
interfaced  
interpreted  
interviewed  
introduced  
invented  
inventoried  
invested  
investigated  
invited  
isolated  
issued

**J**  
joined  
judged  
justified

**K**  
kept

**L**  
labeled  
launched  
learned  
lectured  
led  
lessened  
lifted

limited  
liquidated  
listened  
litigated  
located  
logged

**M**  
made  
magnified  
maintained  
managed  
manipulated  
manufactured  
mapped  
marked  
marketed  
mastered  
maximized  
measured  
mediated  
mended  
mentored  
merged  
met  
minimized  
mixed  
modeled  
moderated  
modernized  
modified  
molded  
monitored  
motivated  
moved  
multiplied

**N**  
named  
narrated  
navigated  
negotiated  
neutralized  
nominated  
noted  
notified  
nurtured

**O**  
observed  
obtained  
offered  
opened  
operated  
orchestrated

organized  
oriented  
originated  
outlined  
outsold  
overcame  
overhauled  
oversaw

**P**  
packed  
paid  
painted  
participated  
perceived  
perfected  
performed  
persuaded  
photographed  
piloted  
pin-pointed  
pioneered  
placed  
planned  
played  
pointed out  
positioned  
predicted  
prepared  
prescribed  
presented  
presided  
prevented  
priced  
printed  
prioritized  
problem-solved  
processed  
procured  
produced  
programmed  
projected  
promoted  
prompted  
proof-read  
proposed  
protected  
prototyped  
proved  
provided  
publicized  
published  
purchased

**Q**  
qualified

quantified  
queried  
questioned  
quoted

**R**  
raised  
read  
realized  
rearranged  
reasoned  
received  
recognized  
recommended  
reconciled  
reconstructed  
recorded  
recovered  
recruited  
rectified  
redesigned  
reduced  
re-engineered  
reevaluated  
referred  
refined  
regained  
regulated  
rehabilitated  
replicated  
reproduced  
reinforced  
rejected  
related  
remedied  
remodeled  
rendered  
renegotiated  
renewed  
reorganized  
repaired  
replaced  
replenished  
reported  
represented  
requested  
researched  
resolved  
responded  
restored  
restructured  
retrieved  
returned  
revamped  
revealed  
reversed  
reviewed  
revised

revitalized  
rewarded  
risked

**S**  
sampled  
satisfied  
saved  
scheduled  
scored  
screened  
sealed  
searched  
secured  
selected  
sent  
separated  
served  
serviced  
set/set up  
shaped  
shared  
shifted  
shipped  
shortened  
showed  
signed  
simplified  
sketched  
sold  
solidified  
solved  
sorted  
sought  
spearheaded  
specified  
speculated  
spoke  
sponsored  
spurred  
stabilized  
staffed  
started  
stenciled  
stimulated  
stocked  
streamlined  
strengthened  
stressed  
stretched  
structured  
studied  
submitted  
systematized  
substituted  
succeeded  
suggested  
summarized

supervised  
supplemented  
supplied  
supported  
surpassed  
surveyed  
swept  
symbolized  
synchronized  
synergized  
synthesized

## T

tabulated  
tailored

tallied  
targeted  
taught  
tempered  
tended  
terminated  
tested  
testified  
tightened  
traced  
tracked  
traded  
trained  
transcribed  
transferred  
transformed  
translated

transmitted  
transported  
traveled  
treated  
trimmed  
tripled  
trouble-shot  
tutored

## U

uncovered  
underlined  
underscored  
undertook  
underwrote

unearthed  
unified  
united  
updated  
upgraded  
used  
utilized

## V

vacated  
validated  
vaulted  
verified  
viewed

vitalized  
volunteered

## W

washed  
waxed  
weighed  
widened  
wired  
withdrew  
witnessed  
won  
worked  
wrote