

Verbs to use

Here is a sample of action verbs that will be useful to you. Go through the list and see which ones you can use to make your resume more active and action oriented. Make sure you do not overuse one or two verbs.

accelerated	discovered	instituted	proposed
achieved	displayed	instructed	proved
adapted	doubled	integrated	published
administered	edited	introduced	reconciled
advanced to	eliminated	invented	reduced
analyzed	employed	investigated	regulated
applied	enacted	keynoted	reinforced
approved	engineered	lectured	reorganized
arranged	enlarged	led	reported
assembled	established	licensed	researched
assisted	estimated	located	reshaped
Attained	evaluated	maintained	resolved
bought	examined	managed	revamped
budgeted	executed	manufactured	reviewed
built	exhibited	marketed	revised
chaired	expanded	maximized	saved
commanded	facilitated	moderated	secured
completed	financed	motivated	served
composed	forecast	negotiated	simplified
conceived	formed	obtained	sold
conducted	founded	operated	sorted
contracted	governed	originated	stimulated
controlled	guided	perceived	strengthened
converted	helped	perfected	structured
coordinated	hired	performed	succeeded
correlated	illustrated	persuaded	supervised
created	implemented	pioneered	supported
decided	improved	placed	systematized
designed	influenced	procured	tutored
developed	inspected	progressed	verified
directed	installed	prompted	wrote