

ACTION VERBS for RESUMES

Working with People

| | | | |
|--------------|--------------|--------------|--------------|
| Addressed | Corresponded | Influenced | Replied |
| Advised | Coordinated | Inspired | Researched |
| Advocate | Cooperated | Instructed | Resolved |
| Aided | Counseled | Intervened | Responded |
| Arbitrated | Cultivated | Investigated | Scheduled |
| Arranged | Debated | Led | Screened |
| Articulated | Delivered | Listened | Simplified |
| Assisted | Demonstrated | Managed | Solicited |
| Attracted | Directed | Mentored | Spoke |
| Bolstered | Documented | Modeled | Strengthened |
| Briefed | Educated | Monitored | Supplied |
| Calculated | Empowered | Motivated | Supported |
| Campaigned | Enabled | Networked | Trained |
| Cared for | Encouraged | Partnered | Unified |
| Coached | Enlivened | Performed | Utilized |
| Collaborated | Ensured | Prepared | Verified |
| Communicated | Established | Presented | Volunteered |
| Composed | Evaluated | Prevented | |
| Computed | Facilitated | Promoted | |
| Conducted | Filed | Provided | |
| Consoled | Focused | Recorded | |
| Consulted | Fostered | Recommended | |
| Contributed | Further | Recruited | |
| Conveyed | Guided | Referred | |
| Convinced | Helped | Reinforced | |

Working with Technology

| | | | |
|--------------|--------------|------------|----------------|
| Coded | Diagnosed | Programmed | Solved |
| Communicated | Discovered | Repaired | Specialized |
| Computed | Established | Replaced | Standardized |
| Debugged | Installed | Researched | Studied |
| Detected | Investigated | Reset | Supported |
| Determined | Maintained | Responded | Troubleshooted |
| Developed | Monitored | Restored | Updated |
| Devised | Printed | Secured | Upgraded |

Working in Construction/Mechanical Fields

| | | | |
|-----------|------------|----------|-------------|
| Assembled | Discovered | Operated | Specialized |
|-----------|------------|----------|-------------|

| | | | |
|--------------|--------------|------------|----------------|
| Built | Engineered | Ordered | Standardized |
| Calculated | Established | Rectified | Studied |
| Communicated | Fabricated | Regulated | Supported |
| Constructed | Fortified | Remodeled | Troubleshooted |
| Converted | Estimated | Responded | Utilized |
| Decided | Installed | Repaired | Verified |
| Detected | Investigated | Researched | |
| Devised | Maintained | Restored | |
| Diagnosed | Measured | Solved | |

Working in Healthcare Fields

| | | | |
|--------------|--------------|------------|------------|
| Administered | Cultivated | Monitored | Replied |
| Admitted | Designed | Nursed | Responded |
| Advised | Devised | Operated | Restricted |
| Advocated | Detected | Organized | Reviewed |
| Aided | Diagnosed | Partnered | Sanitized |
| Arranged | Dispensed | Performed | Scheduled |
| Assessed | Distributed | Practiced | Screened |
| Assigned | Documented | Prescribed | Secured |
| Assisted | Educated | Prevented | Supervised |
| Cared | Evaluated | Proceeded | Supported |
| Certified | Examined | Processed | Sutured |
| Chartered | Facilitated | Promoted | Trained |
| Classified | Guided | Provided | Treated |
| Collaborated | Helped | Qualified | Triaged |
| Communicated | Identified | Recorded | Utilized |
| Conducted | Influenced | Referred | Verified |
| Consoled | Investigated | Regulated | |
| Conversed | Listened | Repaired | |
| Coordinated | Maintained | Researched | |
| Counseled | Managed | Resourced | |

Working in Education

| | | | |
|--------------|----------------|----------------|------------|
| Adapted | Decided | Facilitated | Motivated |
| Advised | Designed | Focused | Organized |
| Arranged | Detected | Guided | Planned |
| Assessed | Determined | Identified | Persuaded |
| Assigned | Differentiated | Individualized | Read |
| Clarified | Directed | Informed | Researched |
| Coached | Discovered | Installed | Responded |
| Communicated | Enabled | Instructed | Simplified |
| Collaborated | Encouraged | Investigated | Taught |
| Collected | Established | Listened | |

| | | | |
|-------------|-----------|------------|--|
| Conducted | Evaluated | Maintained | |
| Coordinated | Explained | Mentored | |
| Cultivated | Explored | Monitored | |

Working in Design/Creative Fields

| | | | |
|----------------|-------------|--------------|--------------|
| Acted | Devised | Invented | Shaped |
| Adapted | Diagrammed | Investigated | Sketched |
| Arranged | Directed | Maintained | Storyboarded |
| Authored | Displayed | Modeled | Solved |
| Brainstormed | Drafted | Modified | Strategized |
| Collaborated | Drew | Optimized | Transformed |
| Combined | Edited | Originated | Visualized |
| Communicated | Entertained | Painted | Wrote |
| Composed | Established | Performed | |
| Conceptualized | Evaluated | Photographed | |
| Coordinated | Explored | Planned | |
| Created | Fashioned | Produced | |
| Critiqued | Filmed | Proofread | |
| Cultivated | Formulated | Researched | |
| Curated | Gathered | Responded | |
| Customized | Illustrated | Reviewed | |
| Designed | Imagined | Revised | |
| Developed | Initiated | Revitalized | |

Working in Business/Finance/Sales Fields

| | | | |
|--------------|-------------|--------------|-------------|
| Acquired | Coordinated | Hosted | Presented |
| Administered | Corrected | Implemented | Prioritized |
| Adjusted | Cultivated | Improved | Produced |
| Advanced | Decided | Incorporated | Programmed |
| Advised | Decreased | Increased | Qualified |
| Allocated | Delegated | Initiated | Recommended |
| Analyzed | Determined | Inspected | Reconciled |
| Appraised | Developed | Instituted | Recruited |
| Appointed | Directed | Integrated | Reduced |
| Approved | Earned | Investigated | Refocused |
| Arranged | Eliminated | Led | Reorganized |
| Assessed | Emphasized | Leveraged | Researched |
| Assigned | Enforced | Maintained | Restored |
| Attained | Enhanced | Managed | Reviewed |
| Audited | Established | Marketed | Scheduled |
| Authorized | Estimated | Maximized | Secured |

| | | | |
|--------------|-------------|------------|--------------|
| Balanced | Evaluated | Mentored | Selected |
| Boosted | Executed | Merged | Simplified |
| Budgeted | Expedited | Motivated | Streamlined |
| Calculated | Facilitated | Navigated | Strengthened |
| Capitalized | Finalized | Negotiated | Supervised |
| Classified | Forecasted | Net | Yielded |
| Collected | Formalized | Optimized | |
| Composed | Fostered | Organized | |
| Computed | Further | Originated | |
| Conserved | Gained | Overhauled | |
| Consolidated | Generated | Oversaw | |
| Contracted | Handled | Planned | |
| Controlled | Headed | Prepared | |
| Converted | Hire | Presided | |