

# Action Words for Resumes

Achieved	Educated	Monitored
Administered	Enabled	Motivated
Advised	Established	Negotiated
Analysed	Evaluated	Obtained
Assembled	Examined	Organized
Assisted	Executed	Originated
Attained	Expanded	Persuaded
Balanced	Explained	Prepared
Built	Facilitated	Presented
Calculated	Focused	Preserved
Captured	Founded	Procured
Chaired	Generated	Proposed
Choreographed	Guarded	Publicized
Changed	Handled	Recommended
Clarified	Helped	Recorded
Collaborated	Hired	Recruited
Compiled	Identified	Reduced
Communicated	Implemented	Restored
Completed	Improved	Restructured
Conducted	Increased	Revised
Constructed	Influenced	Saved
Controlled	Informed	Served
Coordinated	Initiated	Scheduled
Copied	Inspired	Sold
Corrected	Interviewed	Solved
Created	Invented	Strengthened
Defined	Investigated	Stimulated
Delegated	Launched	Supervised
Demonstrated	Led	Taught
Designed	Lobbied	Trained
Developed	Maintained	Translated
Directed	Managed	Updated
Distributed	Marketed	Utilized
Drafted	Maximized	Verified
Edited	Modified	Wrote