

Career Planning & Placement Center

Use the Action Verb list below to develop a resume that highlights your strengths. Make sure you know what the word means or look it up [here](#).

Achieved	Clarified	Devised	Facilitated	Instituted	Observed	Published	Shaped
Acted	Classified	Diagnosed	Familiarized	Instructed	Obtained	Purchased	Shared
Adapted	Coached	Directed	Fashioned	Integrated	Offered	Raised	Sold
Addressed	Collected	Discovered	Filed	Interpreted	Operated	Read	Solved
Adjusted	Communicated	Dispatched	Financed	Interviewed	Ordered	Realized	Sorted
Administered	Compared	Dispensed	Fixed	Introduced	Organized	Reasoned	Specified
Advised	Compiled	Displayed	Followed	Invented	Originated	Received	Streamlined
Aided	Completed	Dissected	Forecasted	Inventoried	Outlined	Recommended	Strengthened
Allocated	Computed	Distributed	Formed	Investigated	Overhauled	Reconciled	Studied
Altered	Conceived	Diverted	Formulated	Judged	Oversaw	Recorded	Summarized
Analyzed	Conducted	Drafted	Founded	Kept	Painted	Recruited	Supervised
Anticipated	Conserved	Dramatized	Gathered	Launched	Perceived	Reduced	Supported
Applied	Consolidated	Drew	Gave	Learned	Performed	Referred	Surveyed
Appraised	Constructed	Drove	Generated	Lectured	Persuaded	Refined	Synthesized
Approved	Contracted	Edited	Guided	Led	Piloted	Rehabilitated	Systematized
Arbitrated	Controlled	Educated	Handled	Lifted	Planned	Related	Talked
Arranged	Coordinated	Eliminated	Headed	Listed	Played	Remodeled	Taught
Ascertained	Corresponded	Empathized	Helped	Listened	Predicted	Rendered	Tested
Assembled	Counseled	Enabled	Identified	Loaded	Prepared	Renegotiated	Trained
Assessed	Created	Encouraged	Illustrated	Logged	Prescribed	Repaired	Transcribed
Assigned	Critiqued	Enforced	Imagined	Made	Presented	Repaired	Translated
Assisted	Dealt	Engineered	Implemented	Maintained	Printed	Reported	Traveled
Attained	Decided	Enlisted	Improved	Managed	Prioritized	Represented	Treated
Audited	Defined	Established	Improvised	Manipulated	Processed	Researched	Troubleshoot
Authored	Delegated	Estimated	Incorporated	Marketed	Produced	Resolved	Tutored
Balanced	Delivered	Evaluated	Increased	Mediated	Programmed	Responded	Typed
Brought	Demonstrated	Examined	Influenced	Modeled	Projected	Restored	United
Budgeted	Described	Executed	Informed	Moderated	Promoted	Retrieved	Updated
Built	Designed	Expanded	Initiated	Modified	Proofread	Reviewed	Upgraded
Calculated	Detailed	Expedited	Innovated	Molded	Protected	Scheduled	Upheld
Catalogued	Detected	Explained	Inspected	Motivated	Provided	Screened	Used
Charted	Determined	Expressed	Inspired	Navigated	Publicized	Selected	Utilized
Checked	Developed	Fabricated	Installed	Negotiated	Published	Separated	Worked