EXAMPLES OF STRONG ACTION VERBS TO USE ON A RESUME

Interacting with	<u>Creative</u>	<u>Financial</u>	<u>Managerial</u>	<u>Service</u>
<u>People</u>	Acted	Administered	Achieved	Advised
Aided	Abstracted	Allocated	Assigned	Attended
Arbitrated	Adapted	Analyzed	Administered	Cared
Advised	Composed	Appraised	Consulted	Carried Out
Apprised	Conceptualized	Audited	Contracted	Coached
Arranged	Created	Budgeted	Controlled	Coordinated
Clarified	Designed	Calculated	Coordinated	Counseled
Coached	Developed	Computed	Decided	Delivered
Collaborated	Directed	Developed	Delegated	Demonstrated
Conferred	Drew	Figured	Developed	Earned
Consulted	Fashioned	Managed	Directed	Empathized
Contributed	Generated	Measured	Established	Expanded
Coordinated	Illustrated	Performed	Evaluated	Explained
Counseled	Imagined	Prepared	Fired	Facilitated
Debated	Improvised	Projected	Hired	Furnished
Defined	Integrated	Tracked records	Implemented	Generated
Directed	Innovated		Initiated	Inspected
Enlisted	Painted	Investigative/	Lead	Installed
Explained	Performed	Research	Negotiated	Issued
Expressed	Planned	Calculated	Organized	Mentored
Helped	Problem Solved	Catalogued	Planned	Referred
Influenced	Shaped	Collected	Prioritized	Related
Informed	Synthesized	Computed	Produced	Repaired
Inspired	Visualized	Conducted	Recommended	Provided
Interpreted	Wrote	Correlated	Reported	Purchased
Interviewed		Critiqued	Supervised	Sent
Manipulated	Detail Oriented	Diagnosed		Served
Mediated	Analyzed	Discovered	Manual Skills	Serviced
Merged	Approved	Examined	Arranged	Submitted
Negotiated	Arranged	Explored	Assembled	Transmitted
Participated	Classified	Extrapolated	Bound	
Promoted	Collated	Evaluated	Built	<u>Technical</u>
Recommended	Compared	Gathered	Checked	Authored
Represented	Compiled	Identified	Classified	Chartered
Resolved	Documented	Inspected	Constructed	Compiled
Solved	Enforced	Interpreted	Controlled	Condensed
Spoke	Followed through	Investigated	Cut	Eliminated
Strengthened	Met deadlines	Monitored	Drove	Estimated
Suggested	Prepared	Observed	Drilled	Graphed
Taught	Processed	Organized	Handled	Installed
Trained	Recorded	Predicted	Installed	Instructed
Unified	Retrieved	Presented	Lifted	Invented
Verbalized	Scheduled	Proved	Maintained	Logged
Wrote	Set priorities	Reviewed	Prepared	Minimized
	Systemized	Solved	Pulled	Routed
	Tabulated	Surveyed	Operated	Translated
			Tested	Upgraded