



Action Verbs

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When outlining your experience in your resume, start each bullet or line with a verb. Use present tense for your current job, and past tense for previous work. Below is an example of actions verbs.

Absorbed	Consulted	Experimented	Learned	Processed	Solved
Abstracted	Consummated	Explained	Lectured	Produced	Sorted
Accomplished	Controlled	Extracted	Led	Programmed	Specified
Achieved	Converted	Facilitated	Liquidated	Promoted	Spoke
Acquired	Conveyed	Filed	Listed	Proofread	Staffed
Acted	Coordinated	Finalized	Located	Proposed	Standardized
Adapted	Corrected	Financed	Logged	Published	Started
Added	Corresponded	Folded	Lowered	Purchased	Stimulated
Addressed	Counseled	Forecasted	Maintained	Qualified	Strengthened
Administered	Created	Formed	Managed	Questioned	Structured
Advised	Critiqued	Formulated	Marketed	Raised	Studied
Analyzed	Dealt with	Fostered	Measured	Read	Succeeded
Answered	Decided	Found	Mediated	Realized	Summarized
Applied	Defended	Founded	Mentored	Reasoned	Supervised
Appraised	Defined	Furnished	Merged	Received	Supplied
Approved	Delegated	Gathered	Minimized	Reconciled	Supported
Arbitrated	Delivered	Generated	Modeled	Recommended	Supervised
Arranged	Demonstrated	Governed	Modernized	Recorded	Synthesized
Ascertained	Designated	Guaranteed	Modified	Recruited	Systematized
Assessed	Designed	Guided	Monitored	Redesigned	Tabulated
Attended	Detailed	Handled	Motivated	Reduced	Tailored
Authorized	Determined	Headed	Negotiated	Refined	Talked
Balanced	Developed	Hired	Notified	Referred	Taught
Bargained	Devised	Hypothesized	Numbered	Related	Team-built
Bought	Diagnosed	Identified	Observed	Rendered	Tended
Budgeted	Directed	Illustrated	Obtained	Renegotiated	Told
Built	Discovered	Implemented	Offered	Reorganized	Totaled
Calculated	Displayed	Improved	Opened	Reported	Tracked
Carried	Distributed	Improvised	Operated	Represented	Trained
Centralized	Diverted	Increased	Ordered	Researched	Transferred
Changed	Documented	Influenced	Organized	Resolved	Translated
Checked	Drafted	Informed	Originated	Responded	Transported
Clarified	Drove	Initiated	Overhauled	Restored	Treated
Cleaned	Duplicated	Innovated	Overcame	Retrieved	Tutored
Coached	Edited	Inspected	Oversaw	Restricted	Typed
Collaborated	Effected	Installed	Outlined	Revamped	Uncovered
Collated	Employed	Instituted	Packed	Reviewed	Undertook
Collected	Encouraged	Instructed	Participated	Revised	Unified
Communicated	Enhanced	Integrated	Patrolled	Scheduled	Updated
Compared	Enlisted	Interpreted	Perceived	Selected	Upgraded
Compiled	Established	Interviewed	Performed	Served	Utilized
Completed	Equipped	Introduced	Persuaded	Serviced	Validated
Composed	Ensured	Invented	Photocopied	Settled	Valuated
Computed	Evaluated	Invested	Picked out	Set up	Verbalized
Conceived	Examined	Investigated	Planned	Shaped	Verified
Conceptualized	Executed	Joined	Posted	Shipped	Weighed
Condensed	Expanded	Judged	Prepared	Showed	Withstood
Conducted	Expedited	Justified	Prescribed	Simplified	Wrote
Consolidated	Experienced	Launched	Presented	Sold	