

## Resume Action Words

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In order to complete a resume that illustrates an action orientation, most of your points will begin with words like those listed below. Develop a series of statements for each position held. Expand each point to include an answer to the question "So what?" for every claim. In this way you offer a prospective employer a valuable snapshot of what you have been able to accomplish in your career.

accelerated  
achieved  
accomplished  
adapted  
addressed  
administered  
advised  
affected  
analyzed  
anticipated  
appraised  
approved  
arranged  
ascertained  
assembled  
assessed  
assigned  
attained  
audited  
bought  
brought  
built  
calculated  
chaired  
championed  
charted  
clarified  
coached  
collaborated  
combined  
communicated  
completed  
composed  
computed  
conceived  
conceptualized  
conciliated  
concluded  
condensed  
conducted  
conserved  
consolidated  
constructed  
consulted  
contracted  
controlled  
converted  
cooperated

coordinated  
corrected  
counselled  
created  
cultivated  
cut  
decentralized  
decided  
decreased  
defined

delegated  
delivered  
demonstrated  
designed  
detailed  
detected  
determined  
developed  
devised  
diagnosed  
directed  
distributed  
diverted  
documented  
doubled  
edited  
educated  
eliminated  
engineered  
enhanced  
enlarged  
established  
estimated  
evaluated  
examined  
executed  
expanded  
extracted  
facilitated  
familiarized  
forecast  
formed  
formulated  
generated  
guided  
handled  
hired  
identified  
implemented  
improved  
improvised  
increased  
influenced  
initiated  
innovated

inspected  
inspired  
installed  
instigated  
instituted  
instructed  
integrated  
interpreted  
interviewed  
introduced  
invented  
investigated  
launched

led  
liaised  
liquidated  
located  
maintained  
managed  
marketed  
mediated  
merchandized  
minimized  
moderated  
modernized  
modified  
monitored  
motivated  
navigated  
negotiated  
obtained  
operated  
organized  
originated  
oversaw  
participated  
performed  
persuaded  
pioneered  
planned  
predicted  
prepared  
prescribed  
presented  
prevented  
problem-solved  
processed  
procured  
produced  
programmed  
projected  
promoted  
proposed  
proved  
provided

published  
purchased  
recommended  
reconciled  
recruited  
rectified  
redesigned  
reduced costs regulated  
rehabilitated  
rejected  
related  
renegotiated  
renewed  
reorganized  
reported

represented  
researched  
resolved  
restored  
retrieved  
reviewed  
revised  
revitalized  
saved  
scheduled  
screened  
sealed  
selected  
shaped  
simplified  
sold  
solved  
spear-headed  
specified  
stabilized  
staffed  
standardized  
started  
stimulated  
streamlined  
strengthened  
structured  
studied  
succeeded  
summarized  
supervised  
supported  
surpassed  
surveyed  
synergized  
synthesized  
systemized  
taught  
team-built  
terminated

Resume Action Words

tested  
tightened  
traded  
trained  
transacted  
translated  
trimmed  
tripled  
uncovered  
unified  
unraveled  
upgraded  
utilized  
was awarded  
was promoted  
widened  
won  
wrote

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