

Resume Action Words (Past Tense—to be used for Completed Employment & Activities)

Abstract	Authored	Conceptualized	Developed
Access	Authorized	Concluded	Devised
Accomplish	Averted	Condensed	Diagnosed
Achieve	Awarded	Conducted	Directed
Acquired	Balanced	Conferred	Discerned
Acted	Began	Configured	Discharged
Activated	Bolstered	Confirmed	Discovered
Adapted	Bought	Connected	Discriminated
Added	Briefed	Conserved	Dispensed
Addressed	Budgeted	Consolidated	Dispatched
Adjusted	Built	Constructed	Displayed
Administered	Calculated	Contracted	Dissected
Adopted	Cared	Consulted	Distributed
Advanced	Case Managed	Continued	Diverted
Advertised	Categorized	Contributed	Documented
Advised	Centralized	Controlled	Drafted
Advocated	Certified	Converted	Dramatized
Aided	Changed	Convinced	Drew
Aligned	Charged	Cooperated	Drove
Allocated	Chartered	Coordinated	Earned
Analyzed	Chartered	Copied	Edited
Answered	Checked	Corrected	Educated
Anticipated	Clarified	Correlated	Elected
Applied	Classified	Counseled	Eliminated
Appointed	Co-authored	Created	Elucidated
Appraised	Coached	Critiqued	Empathized
Approved	Collaborated	Cultivated	Employed
Arbitrated	Collaborated with	Dealt	Enabled
Arranged	Collated	Debated	Ended
Ascertained	Collected	Decentralized	Enforced
Assembled	Combined	Decided	Engaged
Assembled group of	Comforted	Defined	Engineered
Assessed	Communicated	Delegated	Enhanced
Assisted [DO NOT USE]	Compared	Delivered	Enlarged
Assured	Compiled	Demonstrated	Enlisted
Attained	Completed	Designed	Enlightened
Attended	Complied	Detailed	Enriched
Attributed	Composed	Detected	Ensured
Audited	Computed	Determined	Established
Augmented	Conceived	Deterred	Estimated

Evaluated	Handled	Located	Persuaded
Examined	Headed	Logged	Photographed
Exceeded	Helped	Made	Piloted
Excelled	Hired	Maintained	Pinpointed
Executed	Hosted	Managed	Pioneered
Expanded	Hypothesized	Manipulated	Planned
Expedited	Identified	Manufactured	Polled
Experimented	Illustrated	Mapped	Practiced
Explained	Imagined	Marketed	Predicted
Explored	Implemented	Mastered	Prepared
Expressed	Improved	Matched	Perfected
Extended	Improvised	Maximized	Prescribed
Extracted	Increased	Measured	Presented
Fabricated	Influenced	Mediated	Presided
Facilitated	Informed	Mentored	Prevailed
Fashioned	Initiated	Merchandised	Prevented
Filed	Innovated	Merged	Prioritized
Finalized	Inspected	Met	Problem-solved
Financed	Inspired	Met with	Printed
Finished	Installed	Modeled	Probed
Fired	Instituted	Moderated	Processed
Fitted	Instructed	Modernized	Procured
Fixed	Integrated	Modified	Produced
Focused	Interacted	Monitored	Programmed
Followed	Interpreted	Motivated	Progressed
Forecasted	Interviewed	Navigated	Projected
Formed	Introduced	Negotiated	Promoted
Fostered	Invented	Networked	Proofread
Found	Inventoried	Nominated	Proposed
Founded	Investigated	Observed	Protected
Formulated	Invited	Obtained	Proved
Fulfilled	Involved	Offered	Provided
Functioned	Involved with team	Opened	Publicized
Furnished	Issued	Operated	Published
Gained	Joined	Ordered	Purchased
Galvanized	Joined forces with	Organized	Qualified
Gathered	Judged	Oriented	Quantified
Gave	Kept	Originated	Questioned
Generated	Launched	Outsourced	Raised
Governed	Learned	Overcame	Ran
Grasped	Lectured	Oversaw	Ranked
Grew	Led	Painted	Rated
Grossed	Lifted	Participated	Rationalized
Guaranteed	Linked	Partnered	Reached
Guarded	Listened	Perceived	Read
Guided	Lobbied	Performed	Realized

Reasoned	Selected	Talked	
Rebuilt	Separated	Taught	
Received	Served	Teamed	
Recognized	Serviced	Teamed with	
Recommended	Set goals	Tended	
Reconciled	Settled	Terminated	
Reconfigured	Shadowed	Tested	
Reconstructed	Shaped	Theorized	
Recorded	Shared	Trained	
Recruited	Showed	Transcribed	
Rectified	Simplified	Translated	
Redesigned	Sketched	Transposed	
Reduced	Skilled	Traveled	
Referred	Solicited	Treated	
Refined	Solved	Troubleshoot	
Reframed	Sorted	Tutored	
Regulated	Sought	Uncovered	
Rehabilitated	Specialized in	Undertook	
Reinforced	Spoke	Unified	
Reinstated	Staffed	Upgraded	
Related	Standardized	Used	
Relied	Started	Utilized	
Removed	Strategized	Validated	
Reported	Streamlined	Verbalized	
Researched	Strengthened	Verified	
Resolved	Stressed	Visualized	
Responded	Structured	Volunteered	
Restored	Studied	Weighed	
Restructured	Submitted	Withstood	
Retained	Substantiated	Won	
Retrieved	Succeeded	Worked	
Revamped	Summarized	Worked together with	
Reviewed	Supervised	Wrote	
Revised	Supplemented		
Revitalized	Supplied		
Routed	Supported		
Safeguarded	Surpassed		
Salvaged	Surveyed		
Satisfied	Sustained		
Saved	Symbolized		
Scanned	Synergized		
Scheduled	Synthesized		
Schemed	Systematized		
Screened	Tabulated		
Secured	Tailored		