

Resume Action Words by Category (Past Tense)

1. Did you start something?

Activated	Formed	Initiated	Opened
Adopted	Founded	Instituted	Originated
Began	Generated	Introduced	Started
Established	Implemented	Launched	Undertook

2. Did you think up something new?

Conceived	Devised	Invented	Solved
Conceptualized	Discovered	Originated	Synergized
Created	Generated	Perceived	Synthesized
Designed	Improvised	Pioneered	Visualized
Developed	Innovate	Shaped	

3. Did you provide something?

Dispensed	Installed	Presented	Responded
Distributed	Offered	Provided	Submitted
Fitted	Performed	Rendered	Supplied
Furnished			

4. Did you make something?

Assembled	Drew	Made	Programmed
Built	Engineered	Painted	Published
Composed	Fabricated	Photographed	Sketched
Constructed	Fashioned	Prepared	Used
Drafted	Formed	Produced	Worked

5. Did you obtain something new?

Acquired	Expanded	Purchased	Secured
Bought	Obtained	Raised	Solicited
Collected	Procured	Realized	
Cultivated	Produced	Received	

6. Did you improve things?

Advanced	Enlarged	Increased	Surpassed
Augmented	Enriched	Modernized	Streamlined
Corrected	Expedited	Reduced	Treated
Cultivated	Extended	Resolved	Updated
Developed	Implemented	Revitalized	Upgraded
Enhanced	Improved	Solved	

7. Did you make changes?

Adapted	Extended	Refined	Standardized
Adopted	Extracted	Reorganized	Supplemented
Centralized	Implemented	Restored	Systematized
Combined	Improvised	Restructured	Synergized
Condensed	Modified	Revised	Tailored
Converted	Reconstructed	Separated	Unified
Edited	Redesigned	Simplified	United
Expanded			

8. Did you discover something?

Ascertained	Discovered	Perceived	Solved
Determined	Found	Pinpointed	Uncovered
Detected	Identified	Proved	Verified
Diagnosed	Learned	Recognized	

9. Did you save the day?

Averted	Prevented	Saved	Succeeded
Diverted	Salvaged	Solved	Withstood
Prevailed			

10. Did you finish something?

Achieved	Concluded	Finalized	Reached
Accomplished	Ended	Finished	Realized
Attained	Established	Fulfilled	Terminated
Completed	Executed		

11. Did you evaluate something?

Analyzed	Compared	Perceived	Rated
Appraised	Evaluated	Qualified	Reasoned
Assessed	Judged	Quantified	Reviewed

12. Did you observe or pay special attention to something?

Addressed	Investigated	Perceived	Studied
Examined	Inspected	Questioned	Surveyed
Experimented	Measured	Read	Tested
Explored	Observed	Researched	Weighed

13. Did you make decisions?

Activated	Approved	Decided	Resolved
Adopted	Concluded	Determined	Settled

14. Did you negotiate?

Arbitrated	Mediated	Reasoned	Settled
Balanced	Moderated	Reconciled	Solved
Intervened	Negotiated	Resolved	

15. Did you organize something?

Arranged	Complied	Coordinated	Prepared
Assembled	Compiled	Correlated	Structured
Categorized	Connected	Implemented	Summarized
Collected	Consolidated	Organized	Systematized
Combined			

16. Did you operate something?

Conducted	Handled	Performed	Repaired
Controlled	Implemented	Troubleshoot	Tended
Fixed	Maintained	Ran	Used
Functioned	Operated	Rebuilt	Worked

17. Did you document something?

Certified	Logged	Recorded	Supported
Charted	Mapped	Researched	Tabulated
Documented	Proved	Substantiated	

18. Did you explain something?

Defined	Detailed	Elucidated	Explained
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19. Did you make connections?

Aligned	Connected	Matched	Merged
Networked			

20. Did you understand something?

Attributed	Grasped	Perceived	Translated
Discerned	Interpreted	Transcribed	

21. Were you responsible?

Assured	Ensured	Protected	Secured
Confirmed	Guaranteed	Satisfied	Inspected
Delivered	Guarded	Safeguarded	

22. Were you future-oriented?

Estimated	Deterred	Predicted	Projected
Forecasted	Hypothesized	Prevented	Strategized

23. Did you work with people?

Advised	Guided	Mentored	Reinforced
Coached	Influenced	Motivated	Rehabilitated
Convinced	Informed	Persuaded	Served
Counseled	Inspired	Prescribed	Taught
Educated	Instructed	Probed	Trained
Facilitated	Listened	Recommended	Tutored

24. Were you part of a team?

Advised	Conferred	Fostered	Participated
Aided	Consulted	Helped	Served
Assisted [DO NOT USE]	Cooperated	Joined	Teamed with
Collaborated	Facilitated	Met with	

25. Did you manage or lead?

Acted	Governed	Led	Performed
Administered	Handled	Maintained	Piloted
Advised	Headed	Managed	Processed
Conducted	Implemented	Motivated	Scheduled
Controlled	Inspired	Navigated	Showed
Directed	Influenced	Ordered	Supervised
Facilitated	Integrated	Oversaw	Used
Fostered			

26. Did you supervise employees?

Appointed	Employed	Hired	Referred
Awarded	Enforced	Interviewed	Selected
Enlisted	Evaluated	Nominated	Staffed
Elected	Fired	Recruited	Terminated

27. Did you communicate something?

Communicated	Lectured	Related	Spoke
Demonstrated	Modeled	Reported	Submitted
Displayed	Persuaded	Represented	Symbolized
Dramatized	Presented	Shared	Verbalized
Explained	Proposed	Showed	Wrote
Illustrated	Publicized		

28. Personal Descriptors

Able	Confident	Intelligent	Risk-taking
Accommodating	Dynamic	Intuitive	Self motivated
Accountable	Effective	Leading edge	Sensitive
Analytical	Effective writer	Learning	Serious
Articulate	Energetic	Open	Service-oriented
Authentic	Enthusiastic	Organized	Sincere
Autonomous	Experienced	Perceptive	Skilled
Available	Flexible	Powerful	Straight-forward
Catalytic	Growth-oriented	Producing	Supportive
Challenged	Hardworking	Professional	Talented
Clear thinker	Humorous	Quality-oriented	Team Contributor
Committed	Initiator	Quick-study	Thorough
Compassionate	Insightful	Results-oriented	Versatile
Concerned			