

## STRONG ACTION VERBS FOR RESUMES

The verbs you choose can help demonstrate your contributions. It is best to select active verbs for the greatest impact.

<p><b>Accomplishment</b></p> <p>accomplished          achieved          attained          awarded          competed          completed          earned          effected          ensured          exceeded          executed          generated          mastered          obtained          pioneered          produced          recognized          resulted          resolved          sold          solicited          succeeded          won</p>	<p><b>Improvement</b></p> <p>accelerated          automated          consolidated          corrected          enhanced          eliminated          expanded          expedited          improved          increased          reduced          reorganized          restored          restructured          simplified          streamlined          strengthened          transformed          upgraded</p>
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### Analysis and Critical Thinking

<p><b>Analysis and Evaluation</b></p> <p>analyzed          assessed          calculated          cataloged          categorized          clarified          classified          compared          compiled          critiqued          derived          determined          diagnosed</p>	<p><b>Financial</b></p> <p>adjusted          allocated          appraised          audited          balanced          budgeted          calculated          compiled          conserved          controlled          disbursed          estimated          figured          financed</p>	<p><b>Research</b></p> <p>collected          conducted          defined          detected          discovered          examined          experimented          explored          extracted          found          gathered          identified          inquired          inspected</p>	<p><b>Technical</b></p> <p>assembled          built          coded          computed          constructed          converted          debugged          designed          diagnosed          engineered          fabricated          installed          maintained          operated</p>	
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estimated evaluated formulated interpreted prescribed organized rated recommended reported summarized systematized tabulated	forecasted netted projected reconciled	investigated located measured modeled observed researched reviewed searched studied surveyed tested tracked	printed programmed proved rectified regulated repaired resolved restored specified standardized systematized tested upgraded	
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### Communication

<b>Interpersonal</b> arbitrated consulted conferred interviewed listened mediated moderated responded suggested	<b>Promotion and Influence</b> advertised communicated contacted convinced elicited enlisted influenced marketed motivated persuaded promoted publicized represented recruited solicited	<b>Verbal and Written</b> addressed articulated authored briefed clarified conveyed composed condensed corresponded debated delivered described discussed drafted edited expressed formulated informed instructed interacted interpreted lectured negotiated notified outlined reconciled reinforced reported presented proposed
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		specified spoke translated wrote
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### Initiative

<b>Creation and Modification</b>	<b>Helping and Guidance</b>	<b>Teaching and Mentorship</b>
authored began built changed combined conceived constructed created customized designed developed devised established formed formulated founded generated initiated integrated introduced invented launched modified originated produced revamped revised shaped staged updated visualized	advocated aided assisted cared for contributed cooperated coordinated ensured furthered guided intervened offered referred rehabilitated served supplied supported volunteered	adapted advised clarified coached counseled demonstrated educated enabled encouraged evaluated explained facilitated familiarized individualized instructed mentored modeled motivated simplified stimulated taught trained tutored

### Leadership

<b>Data and Process Management</b>	<b>Event and Personnel Management</b>	<b>Leading and Managing</b>
consolidated distributed eliminated filed	anticipated arranged contacted	administered appointed approved assigned

grouped implemented incorporated logged merged monitored obtained ordered organized planned regulated reviewed routed standardized structured submitted systematized updated verified	convened coordinated logged obtained ordered planned prepared processed purchased recorded registered reserved scheduled verified	authorized chaired conducted contracted controlled coordinated decided delegated directed developed enforced ensured evaluated executed headed hired hosted implemented instituted led managed overhauled oversaw prioritized recruited represented strategized supervised trained
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**Teamwork**

<p><b>Administrative Support and Customer Service</b></p> aided answered arranged catalogued categorized collated collected coordinated distributed emailed ensured expedited explained filed	<p><b>Collaboration and Relationship-Building</b></p> collaborated consulted cooperated coordinated liaised reached out
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greeted handled informed implemented maintained offered ordered organized performed prepared processed provided purchased recorded received resolved scheduled served supported tabulated	
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