

RESUME ACTION VERBS

Abstracted	Clarified	Directed
Accommodated	Classified	Discovered
Accomplished	Coached	Dispensed
Achieved	Collaborated	Displayed
Acquired	Collected	Dissected
Acted	Comforted	Distributed
Adapted	Communicated	Documented
Addressed	Compared	Drafted
Administered	Compiled	Edited
Advertised	Completed	Educated
Advised	Composed	Effected
Advocated	Computed	Eliminated
Affected	Conceived	Empathized
Aided	Conceptualized	Established
Allocated	Condensed	Evaluated
Analyzed	Conducted	Expanded
Answered	Constructed	Expedited
Anticipated	Consulted	Expertise in
Appraised	Contributed	Facilitated
Approached	Controlled	Familiar with
Approved	Converted	Founded
Arranged	Cooperated	Generated
Assembled	Coordinated	Honored as
Assessed	Correlated	Identified
Assigned	Corresponded	Implemented
Audited	Counseled	Improved
Authored	Created	Increased
Authorized	Critiqued	Indicated
Balanced	Cultivated	Influenced
Briefed	Debated	Informed
Brought	Delegated	Initiated
Budgeted	Delivered	Innovated
Built	Demonstrated	Inspected
Calculated	Designed	Installed
Cared	Detailed	Instituted
Catalogued	Detected	Instructed
Chaired	Determined	Instrumental
Charged	Developed	Integrated
Checked	Devised	Interpreted
Chose	Diagnosed	Interviewed

Introduced	Prepared	Sold
Invented	Presented	Solicited
Investigated	Presided	Solved
Judged	Prioritized	Specialized
Launched	Problem-solved	Standardized
Lead	Processed	Stimulated
Learned	Produced	Strategized
Lectured	Proficient	Streamlined
Led	Programmed	Strengthened
Liaison	Projected	Stressed
Listened	Promoted to	Structured
Located	Proposed	Studied
Logged	Protected	Substantiated
Maintained	Proved	Succeeded
Managed	Provided	Summarized
Manipulated	Publicized	Supervised
Mapped	Published	Supported
Marketed	Purchased	Surveyed
Mastered	Questioned	Systematized
Maximized	Rationalized	Tabulated
Mediated	Reasoned	Taught
Mentored	Received	Teach
Merchandised	Recommend	Team-built
Minimized	Recorded	Tested
Moderated	Recruited	Theorized
Modified	Re-designed	Tracked
Monitored	Reduced	Trained
Motivated	Referred	Transcribed
Narrated	Regulated	Transformed
Negotiated	Reinforced	Translated
Notified	Related	Traveled
Observed	Remodeled	Tutored
Obtained	Renewed	Unified
Offered	Reorganized	Upgraded
Opened	Repaired	Used
Operated	Reported	Utilized
Ordered	Represented	Validated
Organized	Researched	Verified
Originated	Responded	Visualized
Overcame	Responsible	Worked closely with
Oversaw	Resolved	Wrote
Packed	Revamped	
Participated in	Reviewed	
Perceived	Revised	
Perfected	Scanned	
Performed	Scheduled	
Persuaded	Selected	
Pinpointed	Served	
Planned	Set up	
Practiced	Shaped	
Predicted	Simplified	



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