Session 10 --Action Verbs for Resumes and Applications Handout

accomplished, achieved, acquired, activated, adhered, adjusted, administered, admitted, advanced, advertised, advised, advocated, allocated, amplified, analyzed, anticipated, appointed, appraised, approved, arranged, arbitrated, assembled, assigned, assessed, attained, attracted, audited, authored, authorized, automated, awarded

balanced, borrowed, bought, budgeted, built

captured, catalogued, centralized, chaired, changed, channeled, charted, checked, circulated, classified, cleared, closed, co-authored ho red, collected, combined, communicated, compared, compiled, completed, composed, conceived, conducted, consolidated, consulted, contracted, controlled, convinced, coordinated, corrected, counted, created, conserved, constructed

debugged, decided, defined, delegated, delivered, demonstrated, depreciated, described, designed, detailed, detected, determined, developed, devised, directed, disclosed, discounted, discovered, dispatched, displayed, distributed , divested, documented, doubled, drafted, drew, drove

earned, edited, eliminated, employed, endorsed, enforced, engaged, engineered, enhanced, enlarged, established, estimated, evaluated, examined, exceeded, executed, exercised, expanded, expedited, explained, exposed

)

facilitated, figured, filed, financed, fit, fixed, followed, forecasted, formalized, formed, formulated, found, fulfilled

gathered, gauged, gave, generated, governed, graded, granted, guided handled, held, headed, helped, hired, hosted

identified, illustrated, implemented, improved, improvised, increased, influenced, informed, initiated, innovated, inspected, inspired, installed, instituted, instructed, insured, integrated, interviewed, introduced, invented, inventoried, invested, investigated

joined, judged kept

launched, learned, lectured, led, lifted, liquidated, listened, litigated, located logged

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maintained, made, managed, manipulated, marketed, maximized, measured, mediated, merchandised, memorized, merged, minimized, modeled, moderated, modernized, monitored, motivated, multiplied

named, narrated, negotiated

observed, obtained, offered, opened, operated, orchestrated, ordered, organized, originated, overcame, overhauled, oversaw

painted, participated, passed, patterned, penalized, performed, persuaded, photographed, pioneered, placed, planned, played, predicted, prepared, presented, preserved, presided, prevented, printed, processed, procured, produced, programmed, projected, promoted, proof­ read, proposed, proved, provided, publicized, published, purchased, pursued

qualified, quoted, quickened

raised, read, reasoned, received, recommended, reconciled, recorded, recovered, recruited, redesigned, reduced, referred, regained, related, remedied, remodeled, rendered, renegotiated, reorganized, repaired, reported, represented, researched, responded, resolved, restored, restructured, retained, retrieved, revealed, reviewed, revised

saved, scheduled, screened, secured, selected, separated, served, serviced, sewed, shaped, shared, shortened, showed, simplified, sketched, solved, sorted, spread, stabilized, staffed, staged, standardized, steered, streamlined, stressed, submitted, substituted, summarized, supervised, supplied, supported, surpassed, synchronized

)

talked, targeted, taught, tended, terminated, tested, tightened, traded, trained, transcribed, transferred, transformed, translated, transported, traveled, treated, tripled, troubleshot; tutored, typed

uncovered, unified, united, updated, upgraded, used, utilized validated, verbalized, verified

warned, washed weighed, welcomed, widened, wired, won, worked, wrote

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