

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, 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

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, troubleshoot;
tutored, typed

uncovered, unified, united, updated, upgraded, used, utilized

validated, verbalized, verified

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

This workforce solution was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

 This work is licensed under the Creative Commons Attribution 4.0 International License. It is attributed to Ohio TechNet, HHW Ohio and the Center for Energy Workforce Development (CEWD). To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.