

Session 14: Action Verbs for Resumes and Job 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

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