

**ACTION VERBS FOR RESUMES**

ACCEPTED	CERTIFIED	DIRECTED	FORMULATED
ACCRUED	COLLABORATED	DISCOVERED	FOUNDED
ACCUMULATED	COMBINED	DISTRIBUTED	FRAMED
ACHIEVED	COMPLETED	DIVIDED	GAVE
ACQUIRED	COMPOSED	DOCUMENTED	GENERATED
ADMINISTERED	CONCEIVED	EDITED	GUIDED
ADVANCED	CONCENTRATED	EFFECTED	HALTED
ADVISED	CONCLUDED	ELEVATED	HEADED
ALLEVIATED	CONDUCTED	ELIMINATED	HIRED
ANALYZED	CONSTRUCTED	EMPLOYED	ILLUSTRATED
ANTICIPATED	CONSUMMATED	ENFORCED	IMPLEMENTED
APPLIED	CONTROLLED	ENHANCED	IMPROVED
APPOINTED	CONVERTED	ESTABLISHED	IMPROVISED
ARRANGED	COORDINATED	ESCALATED	INCREASED
ASSESSED	CORRECTED	EVALUATED	INITIATED
AUDITED	CREATED	EVOLVED	INSPIRED
AVERTED	DECENTRALIZED	EXECUTED	INSPECTED
AVOIDED	DECREASED	EXPANDED	INSTRUCTED
BALANCED	DEFINED	EXPEDITED	INSTALLED
BARGAINED	DEMONSTRATED	EXTRACTED	INSURED
BOLSTERED	DESIGNATED	FACILITATED	INTERCEDED
BOUGHT	DESIGNED	FIGURED	INTERPRETED
BROUGHT	DETERMINED	FLOATED	INTERVIEWED
BUILT	DEVELOPED	FORECASTED	INVESTIGATED
CENTRALIZED	DEVISED	FORMED	ISSUED

**ACTION VERBS FOR RESUMES (continued)**

JOINED	PACKAGED	REGULATED	STANDARDIZED
JUDGED	PASSED	REJECTED	STARTED
KEPT	PENETRATED	RELATED	STATED
JUSTIFIED	PERFORMED	RENEGOTIATED	STIMULATED
LAUNCHED	PILOTED	REORGANIZED	STIPULATED
LED	PIONEERED	REPORTED	STREAMLINED
LIQUIDATED	PREPARED	RESEARCHED	STUDIED
LOCATED	PRESENTED	RESOLVED	SUPERVISED
MADE	PROCESSED	RESTORED	SUPPORTED
MAINTAINED	PROCURED	REVERSED	SURVEYED
MANAGED	PRODUCED	REVISED	TABULATED
MARKETED	PROMOTED	REVITALIZED	TERMINATED
MEASURED	PROPOSED	SELECTED	TESTED
MINIMIZED	PROTECTED	SEPARATED	TRACKED
MODERNIZED	PUBLISHED	SERVED	TRADED
NEGOTIATED	PURCHASED	SIGNIFIED	TRAINED
OBTAINED	RECOMMENDED	SIMPLIFIED	UPGRADED
OFFERED	RECONCILED	SOLVED	UTILIZED
OPERATED	RECRUITED	SPARKED	VARIED
ORGANIZED	REDUCED	SPECIFIED	VERIFIED
ORIGINATED	REFERRED	STAFFED	WON