

Listed Below Are Action Verbs To Use When Stating Your Accomplishments

achieved	designed	headed	monitored	reasoned	summarized
acted	detected	helped	motivated	received	supervised
adapted	determined	hypothesized	moved	recommended	supplied
addressed	developed	identified	navigated	reconciled	surveyed
administered	devised	illustrated	negotiated	recorded	symbolized
advised	diagnosed	imagined	observed	recruited	synthesized
analyzed	directed	implemented	obtained	reduced	systematized
anticipated	discovered	improved	offered	referred	talked
arbitrated	dispensed	improvised	operated	rehabilitated	taught
arranged	displayed	increased	ordered	related	team-built
ascertained	disproved	influenced	organized	remembered	tended
assembled	dissected	informed	oversaw	rendered	tested
assessed	distributed	initiated	painted	repaired	told
attained	diverted	innovated	perceived	reported	took
audited	dramatized	inspected	performed	represented	took instructions
budgeted	drew	inspired	persuaded	researched	trained
built	drove	installed	photographed	resolved	transcribed
calculated	edited	instituted	piloted	responded	translated
charted	eliminated	instructed	planned	responsible for	traveled
checked	empathized	interpreted	played	restored	treated
classified	enforced	interviewed	politicked	retrieved	troubleshoot
coached	established	invented	predicted	reviewed	tutored
collected	estimated	inventoried	prepared	risked	typed
communicated	evaluated	investigated	prescribed	sang	umpired
compiled	examined	judged	presented	scheduled	understood
completed	expanded	kept	printed	selected	understudied
composed	experimented	lead	problem-solved	sensed	undertook
computed	explained	learned	processed	separated	unified
conducted	extracted	lectured	produced	served	united
conserved	filed	lifted	programmed	set	upgraded
consolidated	financed	listened	projected	set up	used
constructed	fixed	logged	promoted	sewed	utilized
consulted	followed	made	proofread	shaped	washed
controlled	formulated	maintained	protected	shared	weighed
coordinated	founded	managed	provided	showed	worked
copies	gathered	manipulated	publicized	sketched	wrote
counseled	gave	mediated	purchased	sold	wrought
created	generated	memorized	questioned	solved	
decided	got	mentored	raised	sorted	
defined	guided	met	read	spoke	
delivered	handled	modeled	realized	studied	