

Verbs to Use in Your Resume (What *actions* did you take?)

accelerate/d	construct/ed	explain/ed	measure/d	reproduce/d
accomplish/ed	contact/ed	explore/d	mediate/d	research/ed
achieve/d	continue/d	facilitate/d	model/ed	resolve/d
acquire/d	contract/ed	figure/d	modify/ied	respond/ed
activate/d	convene/d	finance/d	mold/ed	restore/d
adapt/ed	convey/ed	focus/ed	monitor/ed	retain/ed
adjust/ed	coordinate/d	forecast/ed	motivate/d	retrieve/d
administer/ed	correspond/ed	form/ed	name/d	review/ed
advise/d	counsel/ed	formulate/d	negotiate/d	revise/d
allocate/d	create/d	foster/ed	observe/d	rewrite/wrote
analyze/d	critique/d	found/ed	obtain/ed	route/d
annotate/d	decide/d	function/ed	operate/d	schedule/d
anticipat/ed	define/d	generate/d	order/ed	search/ed
applie/d	delegate/d	govern/ed	organize/d	select/ed
appraise/d	deliver/ed	group/ed	originate/d	serve/d
arranged	demonstrate/d	guide/d	outline/d	shape/d
articulate/d	derive/d	help/ed	oversee/saw	share/d
assemble/d	design/ed	identify/ied	perceive/d	show/ed
assess/ed	detect/ed	illustrate/d	perform/ed	simplify/ied
assign/ed	determine/d	immunize/d	persuade/d	solicit/ed
author/ed	develop/ed	implement/ed	plan/ed	solve/d
balance/d	devise/d	improve/d	plant/ed	specify/ied
brief/ed	direct/ed	increase/d	present/ed	speek/spoke
budget/ed	distribute/d	inform/ed	preside/d	stimulate/d
build/t	draft/ed	initiate/d	print/ed	structure/d
catalogue/d	edit/ed	institute/d	produce/d	study/ied
categorize/d	educate/d	instruct/ed	protect/ed	supervise/d
chair/ed	effect/ed	interpret/ed	provide/d	support/ed
clarify/ied	elicit/d	interview/ed	publiciz/ed	synthesize/d
clear/ed	encourage/d	introduce/d	question/ed	target/ed
code/d	establish/ed	invent/ed	raise/d	teach/taught
collaborat/ed	evaluate/d	investigate/d	recommend/ed	test/ed
compare/d	examin/ed	judge/d	record/ed	train/ed
compile/d	execute/d	lead/led	recruit/ed	translate/d
complete/d	exhibit/ed	listen/ed	reduce/d	tutor/ed
compose/d	expand/ed	maintain/ed	render/ed	update/d
compute/d	expedite/d	manage/d	repair/ed	utilize/d
conduct/ed	experience/d	market/ed	report/ed	verify/ied
consolidate/d	experiment/ed	master/ed	represent/ed	write/wrote