



Resume Writing:

Action Verbs

Assisted	Extended	Modernized	Restructured
Analyzed	Facilitated	Monitored	Revised
Achieved	Formulated	Motivated	Secured
Accomplished	Fulfilled	Negotiated	Sold
Advanced	Forecasted	Observed	Spearheaded
Collected	Gained	Obtained	Standardized
Committed	Gathered	Operated	Structured
Composed	Generated	Organized	Suggested
Conducted	Headed	Oversaw	Supervised
Consulted	Hosted	Participated	Targeted
Contributed	Identified	Performed	Taught
Coordinated	Implemented	Planned	Tested
Created	Improved	Prepared	Trained
Developed	Improvised	Presented	Transformed
Delivered	Influenced	Promoted	Unified
Designed	Launched	Provided	Updated
Defined	Lobbied	Published	Upgraded
Diversified	Maintained	Quantified	Utilized
Earned	Managed	Redesigned	Validated
Enhanced	Marketed	Reengineered	Valued
Evaluated	Maximized	Reorganized	Won
Examined	Mediated	Researched	Wrote