

# Resume Action Verbs

**COMMUNICATION**: Aided Advised Arbitrated Clarified Co-authored Collaborated Consulted Coordinated Counseled Defined Enlisted Formulated Influenced Informed Inspired Interpreted Interviewed Mediated Merged Negotiated Promoted Publicized Recommended Represented Resolved Suggested

**DETAIL ORIENTED**: Analyzed Approved Arranged Classified Collated Compared Compiled Documented Enforced Followed through Met deadlines Prepared Processed Recorded Retrieved Set priorities Systemized Tabulated

**FINANCIAL**: Administered Allocated Analyzed Appraised Audited Budgeted Calculated Computed Developed Evaluated Figured Maintained Managed Performed Planned Projected

**CREATIVE**: Acted Abstracted Adapted Composed Conceptualized Created Designed Developed Directed Drew Fashioned Generated Illustrated Imagined Improvised Integrated Innovated Painted Performed Planned Problem solved Shaped Synthesized Visualized Wrote

**LEADERSHIP**: Administered Chaired Convinced Directed Examined Executed Expanded Facilitated Improved Initiated Managed Oversaw Produced Recommended Reviewed Supervised

**TECHNICAL**: Assembled Built Calculated Computed Designed Engineered Fabricated Maintained Operated Programmed Remodeled Repaired Solved

**RESEARCH/ INVESTIGATION**: Calculated Cataloged Collected Computed Conducted Correlated Critiqued Diagnosed Discovered Evaluated Examined Experimented Extrapolated Gathered Identified Inspected Investigated Monitored Proved Reviewed Surveyed Tested



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