

ACHIEVED

Accelerated	Improved
Accomplished	Increased
Attained	Mastered
Concluded	Produced
Earned	Resolved
Effected	Solicited
Elicited	Succeeded
Generated	Upgraded

MANAGED

Administered	Executed
Appointed	Handled
Approved	Hosted
Authorized	Led
Chaired	Organized
Coordinated	Oversaw
Contracted	Presided
Delegated	Motivated
Directed	Supervised

HELPED

Advised	Facilitated
Aided	Guided
Assisted	Instructed
Clarified	Mentored
Coached	Modeled
Collaborated	Partnered
Consulted	Supported
Counselled	Taught
Educated	Trained
Explained	Tutored

PLANNED

Allocated	Programmed
Arranged	Maintained
Classified	Operated
Compiled	Organized
Coordinated	Provided
Established	Scheduled
Formulated	Structured
Generated	

CREATED

Authored	Established
Built	Formulated
Composed	Founded
Conceived	Implemented
Conceptualized	Initiated
Constructed	Invented
Designed	Launched
Developed	Originated
Devised	Staged
Drafted	Streamlined

TECHNICAL/ FINANCIAL

Adapted	Overhauled
Calculated	Programmed
Computed	Regulated
Conserved	Remodeled
Constructed	Repaired
Engineered	Restored
Installed	Solved
Operated	Upgraded
	Utilized

COMMUNICATED

Addressed	Influenced
Articulated	Informed
Briefed	Lectured
Conducted	Mediated
Contacted	Negotiated
Conveyed	Persuaded
Corresponded	Promoted
Delivered	Proposed
Demonstrated	Reconciled
Edited	Reported
Interviewed	Responded
	Wrote

Action Verbs for Resumes

RESUME
RESTORATION

resume · cover letter · LinkedIn · interview



RESEARCHED

Clarified	Inspected
Collected	Interpreted
Critiqued	Interviewed
Diagnosed	Investigated
Evaluated	Reviewed
Examined	Summarized
Extracted	Surveyed
Identified	Systematized