

Good Resume Action Verbs - Use to Identify Skills on Your Resume

Acted	Delivered	Invented	Reported
Adapted	Demonstrated	Inventoried	Reorganized
Adjusted	Derived	Investigated	Repaired
Administered	Designed	Kept	Researched
Advised	Determined	Led	Responded
Altered	Developed	Listed	Retrieved
Amended	Diagnosed	Managed	Reviewed
Analyzed	Directed	Maintained	Revised
Applied	Distributed	Mediated	Scheduled
Appraised	Drew up	Modified	Screened
Approved	Drilled	Monitored	Sculpted
Arranged	Edited	Negotiated	Selected
Assembled	Elaborated	Notified	Sent
Assessed	Elected	Nullified	Served
Assigned	Eliminated	Observed	Serviced
Assisted	Enabled	Opened	Set Criteria
Audited	Enforced	Operated	Set up
Balanced	Engaged	Ordered	Shipped
Billed	Engineered	Organized	Simplified
Blasted	Ensured	Originated	Shot
Bound	Entertained	Packed	Sold
Briefed	Established	Participated	Solved
Budgeted	Estimated	Perceived	Specified
Built	Expanded	Performed	Standardized
Calculated	Expedited	Persuaded	Structured
Cared for	Evaluated	Pinpointed	Summarized
Carried out	Examined	Placed	Supervised
Clarified	Exchanged	Planned	Supported
Cleaned	Executed	Prepared	Surveyed
Coached	Facilitated	Presented	Synthesized
Coded	Fashioned	Prevented	Systematized
Communicated	Fed	Processed	Taught
Compared	Filed	Procured	Teamed with
Compiled	Finalized	Produced	Tested
Completed	Follow up	Programmed	Trained
Composed	Formed	Proposed	Transcribed
Computed	Formulated	Proved	Transmitted
Conceptualized	Gathered	Provided	Translated
Condensed	Generated	Publicized	Tuned
Conducted	Guided	Published	Tutored
Conferred	Illustrated	Punched	Typed
Consolidated	Improved	Questioned	Updated
Constructed	Increased	Received	Utilized
Contracted	Identified	Recommended	Verified
Controlled	Influenced	Reconciled	Wrote
Consulted	Informed	Reconstructed	
Coordinated	Initiated	Recorded	
Copied	Innovated	Recruited	
Corrected	Inspected	Reduced	
Created	Installed	Referred	
Cultivated	Instructed	Refined	
Cut	Interpreted	Remitted	
Defined	Interviewed	Regulated	
Delegated	Introduced	Reinforced	