

Resume Action Verbsⁱ

Communication/ Interacting	Drew Fashioned	Investigative/ Research Calculated	Manual Skills Arranged
Advised	Generated	Catalogued	Assembled
Aided	Illustrated	Collected	Bound
Appraised	Imagined	Computed	Built
Arbitrated	Improvised	Correlated	Checked
Clarified	Innovated	Diagnosed	Constructed
Arranged	Integrated	Critiqued	Classified
Composed	Painted	Discovered	Controlled
Conceptualized	Performed	Examined	Cut
Conferred	Planned	Experimented	Drove
Consulted	Problem solved	Extrapolated	Drilled
Contributed	Shaped	Evaluated	Handled
Cooperated	Synthesized	Gathered	Installed
Coordinated	Visualized	Identified	Lifted
Counseled	Wrote	Inspected	Maintained
Debated		Interpreted	Operated
Defined	Detail Oriented	Investigated	Prepared
Directed	Analyzed	Monitored	Pulled
Enlisted	Approved	Observed	Tested
Explained	Arranged	Organized	
Expressed	Classified	Proved	Service Provision
Helped	Collated	Reviewed	Advised
Influenced	Compared	Surveyed	Attended
Informed	Compiled	Tested	Cared
Inspired	Documented		Carried out
Interpreted	Enforced	Managerial	Coached
Interviewed	Followed through	Achieved	Coordinated
Manipulated	Met deadlines	Assigned	Counseled
Mediated	Prepared	Administered	Delivered
Merged	Processed	Consulted	Demonstrated
Negotiated	Recorded	Contracted	Earned
Participated	Retrieved	Controlled	Empathized
Promoted	Set Priorities	Coordinated	Expanded
Recommended	Systemized	Decided	Explained
Represented	Tabulated	Delegated	Facilitated
Resolved		Developed	Generated
Spoke	Financial	Directed	Inspected
Suggested	Administered	Established	Installed
Unified	Allocated	Evaluated	Issued
Verbalized	Analyzed	Fired	Mentored
Wrote	Appraised	Hired	Referred
	Audited	Implemented	Related
Creative	Bookkeeping	Initiated	Repaired
Acted	Budgeted	Led	Provided
Abstracted	Calculated	Negotiated	Purchased
Adapted	Computed	Organized	Sent
Composed	Developed	Planned	Served
Conceptualized	Figured	Prioritized	Services
Created	Managed	Produced	Submitted
Designed	Prepared	Recommended	Transmitted
Developed	Projected	Reported	
Directed	Tracked records		

ⁱ Taken from the website of the Career Services Center at the University of California- San Diego