

## Resume Verbs

The following list of verbs may help you write short, descriptive phrases describing your duties and accomplishments. If you aren't sure of a word's meaning, look it up in a dictionary (<http://www.dictionary.com> is useful) or choose a simpler verb.

<b>Accomplishment Verbs</b>		
Achieved Expanded	Familiarized Pioneered	Reduced Resolved Spearheaded

<b>Clerical Verbs</b>		
Approved Arranged Catalogued Classified Collected Compiled Generated Implemented	Inspected Monitored Operated Organized Prepared Processed Purchased	Recorded Retrieved Screened Specified Systematized Tabulated Validated

<b>Communication Verbs</b>		
Addressed Arbitrated Arranged Authored Collaborated Convinced Corresponded Developed Directed	Drafted Edited Enlisted Formulated Influenced Interpreted Mediated Moderated Negotiated	Persuaded Promoted Publicized Reconciled Recruited Spoke Translated Wrote

<b>Creative Verbs</b>		
Acted Conceptualized Created Customized Designed Developed Directed Drew	Established Fashioned Founded Illustrated Initiated Instituted Integrated Introduced	Invented Originated Performed Planned Revitalized Taught Wrote

<b>Helping Verbs</b>		
Advocated Assessed Assisted Clarified Coached Counseled	Demonstrated Diagnosed Educated Expedited Facilitated Familiarized	Guided Motivated Referred Rehabilitated Represented

<b>Management Verbs</b>		
Administered Assigned Attained Allocated Analyzed Appraised Audited Budgeted Calculated Chaired Computed Coordinated	Consolidated Contracted Delegated Developed Directed Evaluated Executed Forecasted Improved Increased Managed Marketed	Planned Projected Organized Oversaw Planned Prioritized Produced Researched Recommended Reviewed Scheduled Strengthened Supervised

<b>Research Verbs</b>		
Clarified Collected Diagnosed Evaluated Examined	Extracted Identified Inspected Interpreted Interviewed	Investigated Organized Reviewed Summarized Surveyed Systematized

<b>Teaching Verbs</b>		
Adapted Advised Clarified Coached Communicated Coordinated Developed	Enabled Encouraged Explained Facilitated Guided Informed Instructed	Persuaded Set goals Stimulated Taught Trained Wrote

<b>Technical Verbs</b>		
Assembled	Devised	Overhauled
Built	Engineered	Programmed
Calculated	Fabricated	Remodeled
Computed	Maintained	Repaired
Designed	Operated	Solved