

# Action VERBS

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## POSITIVE VERBS FOR RESUME WRITING:

Accomplished	Achieved	Acquired
Acted	Adapted	Address
Adjusted	Administered	Adopted
Advised	Allocated	Analyzed
Applied	Approved	Arranged
Articulated	Ascertained	Assisted
Assumed	Attained	Audited
Authored	Awarded	Bought
Briefed	Brought	Budgeted
Built	Cancelled	Caused
Chaired	Changed	Checked
Classified	Coached	Collected
Combined	Commended	Compared
Completed	Computed	Conceived
Concluded	Communicated	Compiled
Conducted	Contributed	Copied
Coordinated	Counseled	Created
Dealt	Debated	Decided
Defined	Delegated	Delivered
Demonstrated	Designed	Detected
Developed	Directed	Discussed
Displayed	Distributed	Documented
Drove	Dug	Earned
Edited	Effected	Eliminated
Empathized	Endorsed	Enforced
Enlarged	Enlisted	Established
Estimated	Evaluated	Examined
Expanded	Experienced	Extracted
Filed	Financed	Fixed
Focused	Followed	Forecasted
Formulated	Founded	Gathered
Generated	Governed	Guided
Handled	Headed	Helped
Identified	Illustrated	Imagined
Implemented	Improved	Improvised
Incorporated	Increased	Indexed
Initiated	Influenced	Inspected
Installed	Instituted	Interpreted
Introduced	Investigated	Involved
Joined	Judged	Kept
Learned	Lectured	... cont'd

Led	Lifted	Listened
Maintained	Managed	Manipulated
Mediated	Mentored	Met
Modeled	Monitored	Negotiated
Observed	Obtained	Offered
Operated	Ordered	Organized
Oversaw	Participated	Perceived
Performed	Persuaded	Planned
Prepared	Presented	Prevented
Processed	Programmed	Projected
Promoted	Proposed	Proved
Published	Pursued	Qualified
Questioned	Recommended	Reconciled
Recorded	Recruited	Reduced
Related	Replaced	Reported
Represented	Researched	Responded
Reviewed	Revised	Saved
Scheduled	Selected	Served
Solved	Specialized	Specified
Studied	Strengthened	Submitted
Substantiated	Suggested	Summarized
Supervised	Targeted	Taught
Tested	Trained	Translated
Updated	Wrote	

## ADDITIONAL WORDS:

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Ability	Capability	Competence
Consistently	Constantly	Efficiently
Maturely	Positively	Productively
Profitably	Repeatedly	Resourcefully
Significantly	Substantially	Successfully
Technically	Vigorously	
Knowledgeable	Professional	Versatile
Well educated	Well rounded	

Career  
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