



## ACTION VERBS TO ADD IMPACT TO YOUR RÉSUMÉ

A	C	E		
Accelerated	Calculated	Earned	Generated	Leveraged
Accompanied	Catalogued	Edited	Graduated	Licensed
Acquired	Chaired	Educated	Granted	Lightened
Acted	Checked	Effected	Grouped	Litigated
Activated	Clarified	Eliminated	Guided	Lobbied
Actuated	Coached	Emphasized		
Adapted	Co-founded	Enabled	H	M
Addressed	Collaborated	Encouraged	Handled	Maintained
Adhered	Collected	Energized	Headed	Managed
Adjusted	Commended	Enforced	Hypothesized	Manipulated
Administered	Commissioned	Engaged		Marshalled
Admitted	Committed	Enhanced	I	Masterminded
Adopted	Communicated	Enlisted		Maximized
Advanced	Concluded	Eradicated	Identified	Measured
Advertised	Condensed	Evaluated	Ignited	Minimized
Advised	Consolidated	Examined	Illuminated	Mitigated
Allocated	Constructed	Exceeded	Implemented	Modeled
Amended	Consulted	Exchanged	Imported	Moderated
Amplified	Contracted	Executed	Improved	Multiplied
Answered	Contributed	Exempted	Inaugurated	
Anticipated	Controlled	Exercised	Increased	N
Applied	Converted	Expanded	Indoctrinated	
Appointed	Convinced	Expedited	Induced	Named
Appraised	Coordinated	Explained	Instigated	Narrated
Approached	Corresponded	Extracted	Instructed	Navigated
Approved	Counselled		Insured	Negotiated
Architected	Crafted	F	Integrated	Nominated
Arranged		Fabricated	Interpreted	
Assembled	D	Facilitated	Introduced	O
Assessed	Delivered	Familiarized	Invented	Observed
Assigned	Demonstrated	Figured	Inventoried	Obtained
Attained	Demystified	Finalized	Investigated	Offered
Attended	Deployed	Financed	Involved	Officiated
	Designed	Focused	Issued	Opened
	Detected	Forecasted		Operated
	Developed	Formalized	J	Optimized
	Diagnosed	Founded	Joined	Orchestrated
	Directed	Framed	Judged	Ordered
	Disciplined	Fulfilled		Organized
	Dispatched	Functioned	L	Overhauled
	Dispensed	Furnished		
	Documented		Landed	P
	Doubled	G	Launched	Partnered
	Drafted	Gained	Lectured	Partook
	Drove	Gathered		Passed
				Patterned



Penalized	<b>R</b>	Restored	Solved	Tracked	
Penetrated		Restricted	Sorted	Trained	
Perceived		Raised	Restructured	Sourced	Transcribed
Performed		Ranked	Resulted	Spearheaded	Translated
Permitted		Realized	Retained	Specialized	Transported
Persuaded		Reasoned	Re-tool	Specified	Trimmed
Phased		Recaptured	Retrieved	Staged	Tripled
Planned		Redesigned	Revamped	Standardized	Troubleshoot
Prepared		Reduced	Revealed	Started	
Presided		Re-engineered	Reverse	Steered	<b>U</b>
Prevented		Re-evaluated	Revitalized	Stimulated	
Promoted		Referred		Streamlined	Upgraded
Prompted		Refinanced	<b>S</b>	Strengthened	Upheld
Proposed		Refined		Stressed	Utilized
Proved		Refocused	Safeguarded	Structured	
Provided		Refurbished	Salvaged	Studied	<b>V</b>
Publicized		Remedied	Sanctioned	Submitted	
Published		Removed	Satisfied	Substantiated	Validated
Purchased		Reorganized	Screened	Substituted	Valued
Pursued		Repaired	Secured	Suggested	Verbalized
		Replaced	Separated	Summarized	Verified
<b>Q</b>		Replicated	Served	Supported	Viewed
		Reported	Serviced		
Quantified	Repositioned	Settled	<b>T</b>	<b>W</b>	
Queried	Represented	Simplified			
	Resolved	Simulated	Tabulated	Worked	
	Re-staffed	Slashed	Tackled	Wrote	
		Solidified	Tightened		

For more action verbs: <http://www.resumedictionary.com/resume-power-words-list/>