



## 400+ Action Verbs to Improve Your Resume

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### A

Accomplished  
Achieved  
Acquired  
Acted  
Adapted  
Addressed  
Adjusted  
Administered  
Advanced  
Advertised  
Advised  
Advocated  
Aided

Aligned  
Allocated  
Amplified  
Amplify  
Analyzed  
Answered  
Applied  
Appointed  
Appraised  
Approved  
Arbitrated  
Architected  
Arranged

Articulated  
Assembled  
Assessed  
Assigned  
Assisted  
Attained  
Audited  
Augmented  
Authored  
Authorized  
Automated  
Awarded

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### B

Balanced  
Began  
Blocked

Boosted  
Brainstormed  
Briefed

Budgeted  
Built

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### C

Calculated  
Campaigned  
Capitalized  
Captured  
Cared  
Cataloged  
Categorized  
Centralized  
Chaired  
Championed  
Charted  
Checked

Clarified  
Classified  
Co-Authored  
Coached  
Coded  
Collaborated  
Collected  
Combined  
Communicated  
Compared  
Compiled  
Completed

Composed  
Computed  
Conceptualized  
Condensed  
Conducted  
Conferred  
Conserved  
Considered  
Consolidated  
Constructed  
Consulted  
Contacted

Contracted  
Contributed  
Controlled  
Convert  
Converted  
Conveyed  
Convinced

Cooperated  
Coordinated  
Corrected  
Corresponded  
Counseled  
Crafted  
Created

Creative  
Critiqued  
Cultivated  
Curated  
Customized

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## D

Debated  
Debugged  
Decided  
Deciphered  
Decreased  
Deducted  
Defined  
Delegated  
Delivered  
Demonstrated  
Deployed

Derived  
Described  
Designed  
Detected  
Determined  
Developed  
Devised  
Diagnosed  
Diagramed  
Differentiated  
Directed

Discerned  
Discovered  
Discussed  
Dispatched  
Dispensed  
Displayed  
Distributed  
Documented  
Drafted  
Drew  
Drove

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## E

Earned  
Edited  
Educated  
Elaborated  
Elicited  
Eliminated  
Emphasized  
Empowered  
Enabled  
Enacted  
Encouraged  
Endeavored

Endorsed  
Enforced  
Engineered  
Enhanced  
Enlisted  
Enlivened  
Ensured  
Entertained  
Equalized  
Established  
Estimated  
Evaluated

Examined  
Exceeded  
Executed  
Expanded  
Expedited  
Experimented  
Explained  
Explored  
Expressed  
Extracted

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## F

Fabricated  
Facilitated  
Familiarize  
Fashioned  
Fielded  
Filed  
Finalized

Fixed  
Focused  
For  
Forecasted  
Forged  
Formalized  
Formed

Formulated  
Fortified  
Fostered  
Founded  
Furnished  
Furthered

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## G

Gained  
Gathered

Generated  
Goals

Grew  
Guided

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## H

Halted  
Handled  
Headed

Helped  
Helping  
Hired

Hosted

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## I

Identified  
Ignited  
Illustrated  
Imagined  
Implemented  
Improved  
Incorporated  
Increased  
Individualized  
Influenced  
Informed

Initiated  
Inspected  
Inspired  
Installed  
Instilled  
Instituted  
Instructed  
Insured  
Integrated  
Intensified  
Interacted

Interpreted  
Intervened  
Interviewed  
Introduced  
Invented  
Inventoried  
Investigated  
Involved  
Itemized

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## J-L

Joined  
Judged  
Launched  
Lectured  
Led

Lessened  
Leveraged  
Lifted  
Listened  
Lobbied

Located  
Logged  
Lowered

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## M

Maintained  
Managed  
Mapped  
Marketed  
Maximized  
Measured

Mediated  
Mentored  
Merged  
Minimized  
Mobilized  
Modeled

Moderated  
Modified  
Monitored  
Motivated

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## N-O

Navigated  
Negotiated  
Networked  
Observed  
Obtained  
Operated

Optimized  
Orchestrated  
Ordered  
Organized  
Originated  
Outlined

Outpaced  
Outperformed  
Overhauled  
Oversaw

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## P

Participated  
Partnered  
Patched  
Performed  
Persuaded  
Photographed  
Piloted  
Pioneered  
Planned  
Predicted

Prepared  
Presented  
Presided  
Printed  
Prioritized  
Probed  
Processed  
Produced  
Programmed  
Projected

Promoted  
Proofread  
Proposed  
Proved  
Provided  
Publicized  
Published  
Purchased

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## Q-R

Qualified  
Quantified  
Raised  
Reached  
Rebuilt  
Recognized  
Recommended  
Reconciled  
Recorded  
Recruited  
Rectified  
Redesigned  
Reduced

Referred  
Refined  
Refocused  
Registered  
Regulated  
Rehabilitated  
Reinforced  
Remodeled  
Renovated  
Reorganized  
Repaired  
Replaced  
Reported

Researched  
Reserved  
Resolved  
Responded  
Restored  
Restructured  
Retrieved  
Revamped  
Reviewed  
Revised  
Revitalized  
Rewrote  
Routed

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## S

Saved  
Scheduled  
Screened

Scrutinized  
Searched  
Secured

Set  
Shaped  
Sharpened

Shattered  
Showcased  
Simplified  
Simulated  
Slashed  
Solicited  
Solved  
Sparked  
Spearheaded  
Specialized  
Specified

Spoke  
Standardized  
Steered  
Stimulated  
Storyboarded  
Strategized  
Streamlined  
Strengthened  
Studied  
Submitted  
Succeeded

Suggested  
Summarized  
Supervised  
Supplied  
Supported  
Surpassed  
Surveyed  
Sustained  
Synthesized  
Systematized

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## T

Targeted  
Taught  
Teaching  
Technical  
Terminated

Tested  
Tracked  
Trained  
Transformed  
Translated

Transmitted  
Troubleshoot  
Tutored

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## U-Z

Unified  
United  
Up  
Updated  
Upgraded

Utilized  
Validated  
Verified  
Visualized  
Volunteered

Won  
Wrote  
Yielded

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Learn more about how to use resume action words [here](#).