



# Resumes: Action Verbs

Use action verbs when creating accomplishment or result statements.

Acted	Coordinated	Handled	Processed
Adapted	Corresponded	Identified	Produced
Addressed	Counseled	Illustrated	Promoted
Administered	Created	Implemented	Publicized
Advised	Critiqued	Improved	Purchased
Allocated	Decided	Increased	Recommended
Analyzed	Delegated	Influenced	Reconciled
Applied	Demonstrated	Informed	Recorded
Appraised	Designed	Initiated	Recruited
Approved	Developed	Inspected	Reduced
Arbitrated	Devised	Instituted	Referred
Arranged	Diagnosed	Instructed	Rehabilitated
Assembled	Directed	Integrated	Reorganized
Assessed	Dispatched	Interpreted	Represented
Assigned	Drafted		