

Word (Verb) List for Resumes

Planning

Administered Developed Formulated Prepared Revised
Anticipated Devised Identified Prioritized Strategize
Commissioned Evaluated Observed Researched Studied
Determined Forecasted Planned Reserved Tailored

Organizing

Acquired Catalogued Designated Logged Routed Activated
Centralized Designed Mapped out Scheduled Adjusted
Charted Dispatched Neatened Selected Allocated
Classified Established Obtained Secured Altered Collected
Facilitated Ordered Simplified Appointed Committed
Housed Organized Sought Arranged Confirmed
Implemented Procured Straightened Assembled
Contracted Incorporated Programmed Suggested
Assessed Coordinated Instituted Recruited Tracked
Assigned Customized Issued Rectified Retrieved
Authorized Delegated Linked

Executing

Acted Displayed Input Processed Sold Administered
Distributed Installed Produced Stocked Carried out Entered
Laboured Proofed Transacted Collected Exercised
Merchandised Prospected Shipped Completed Forwarded
Operated Proved Performed Conducted Handled

Supervising

Adjusted Correlated Indexed Overhauled Screened
Analysed Developed Judged Oversaw Set Apportioned
Discovered Licensed Policed Scrutinized Assessed
Established Maintained Prohibited Supervised Certified
Examined Measured Refined Supplied Compared Explored
Modified Regulated Tightened Controlled Graded
Monitored Reviewed Traced Corrected Inspected Officiated
Revised Updated

Leading

Accelerated Elected Guided Mentored Spearheaded
Assumed Employed Hired Motivated Stimulated Caused
Empowered Influenced Originated Strengthened Chaired
Encouraged Initiated Pioneered Supervised Changed
Enlisted Inspired Promoted Trained Conducted Envisioned
Involved Raised Transformed Directed Fostered Led
Recognized for Visualized Set goals Disproved Founded
Managed

Problem Solving

Alleviated Conceptualized Detected Found Repaired
Solved Analysed Created Diagnosed Investigated
Revamped Synthesized Brainstormed Debugged Engineered
Recommended Revitalized Theorized Collaborated Decided
Foresaw Remedied Revived Conceived Deciphered
Formulated Remodelled Satisfied

Getting Results

Accomplished Constructed Ensured Hastened Reduced
(losses) Minimized Achieved Contributed Excelled
Heightened Delivered Rejuvenated Expanded Improved
Obtained Renovated Advanced Demonstrated Expedited
Increased Opened Restored Attained Diminished Extended
Innovated Orchestrated Targeted Augmented Earned
Finalized Integrated Overcame Uncovered Boosted Eclipsed
Fulfilled Introduced Prevailed Received Built Eliminated
Gained Invented Produced Combined Enlarged Generated
Joined Qualified Completed Enjoyed Grew Launched
Realized Consolidated Enlisted Guaranteed Lightened
Added

Quantitative

Accounted for Checked Dispensed Grossed Projected
Tabulated Appraised Compiled Dispersed Increased
Purchased Totaled Approximated Compounded Earned
Inventoried Quantified Audited Computed Enumerated
Maximized Rated Balanced Conserved Estimated
Multiplied Reconciled Budgeted Converted Figured
Netted Recorded Calculated Counted Financed
Profited Reduced

Helping

Aided Bolstered Eased Familiarized Prescribed Returned
Accommodated Coached Elevated Helped Provided Saved
Advised Continued Enabled Interceded Protected Served
Alleviated Cooperated Endorsed Mobilized Rehabilitated
Sustained Assisted Counselling Enhanced Modelled Relieved
Tutored Assured Dealt Enriched Polished Rescued
Validated

Communicating

Acted Composed Elicited Justified Rendered
Summarized Adapted Consented Explained Lectured
Reported Supplemented Admitted Concluded Extracted
Marketed Represented Supported Addressed Convinced
Fabricated Mediated Revealed Surveyed Allowed
Consulted Fashioned Moderated Sanctioned Synthesized
Amended Corresponded Greeted Negotiated Settled
Systematized Arbitrated Critiqued Highlighted Perceived
Shaped Tested Argued Dedicated Illustrated Persuaded
Smoothed Taught Ascertained Defined Improvised
Presented Specified Translated Attested Deliberated
Indicated Publicized Spoke Transmitted Briefed
Demonstrated Inferred Queried Sold Verified Clarified
Drafted Informed Questioned Solicited Welcomed
Cleared up Dramatized Instructed Referred Submitted
Wrote Closed Edited Interpreted Reinforced Substantiated
Communicated Educated Interviewed Related Suggested

