

When writing your resume, you will want to use **action verbs** in describing your skills and experience. Use present tense verb phrases for positions you currently hold and past tense verb phrases for jobs you had in the past. The following is a list of some of the more popular action verbs used in resume writing.

accomplished	achieved	acquired	acted
addressed	administered	advanced	advised
analyzed	applied	appointed	approved
arranged	assigned	assisted	balanced
budgeted	calculated	cataloged	chaired
changed	clarified	coached	collected
communicated	compiled	completed	composed
computed	conceptualized	conceived	concluded
conducted	conserved	consolidated	constructed
contracted	contributed	controlled	coordinated
corrected	corresponded	counseled	created
critiqued	decreased	delegated	defined
delivered	demonstrated	designed	developed
devised	diagnosed	directed	distinguished
distributed	diversified	documented	drafted
edited	eliminated	encouraged	engineered
established	estimated	evaluated	examined
executed	expanded	explained	extracted
facilitated	finalized	focused	formulated
founded	gathered	generated	guided
handled	hired	identified	illustrated
implemented	improved	increased	initiated
inspected	installed	instituted	instructed
integrated	interpreted	interviewed	introduced
investigated	kept	lectured	led
maintained	managed	manufactured	marketed
mediated	moderated	modified	monitored
negotiated	observed	operated	orchestrated
ordered	organized	overhauled	oversaw
participated	performed	persuaded	planned
prepared	presented	presided	prioritized
processed	produced	programmed	projected
promoted	proposed	provided	publicized
published	recommended	recorded	recruited
reduced	referred	regulated	reinforced
related	reorganized	repaired	reported
represented	researched	resolved	restored
restructured	retrieved	reviewed	revised
scheduled	screened	selected	served as
served on	set	simplified	solved
specified	stimulated	strengthen	structured
suggested	supervised	supported	surveyed
taught	tested	trained	translated
typed	updated	upgraded	validated