**Action verbs for resumes**

Accelerated

Achieved

Acquired

Administered

Advanced

Advised

Advocated

Aligned

Amplified

Analyzed

Assembled

Assessed

Attained

Audited

Authored

Authorized

Awarded

Blocked

Boosted

Briefed

Built

Calculated

Campaigned

Capitalized

Centralized

Chaired

Charted

Clarified

Coached

Co-authored

Completed

Composed

Conserved

Consolidated

Consulted

Controlled

Converted

Conveyed

Convinced

Coordinated

Corresponded

Counseled

Created

Critiqued

Cultivated

Customized

Decreased

Defined

Delegated

Delivered

Demonstrated

Designed

Developed

Devised

Diagnosed

Directed

Discovered

Dispatched

Documented

Earned

Edited

Educated

Enabled

Enforced

Engineered

Enhanced

Ensured

Established

Evaluated

Examined

Exceeded

Executed

Expanded

Expedited

Explored

Facilitated

Fielded

Forecasted

Forged

Formalized

Formed

Formulated

Fostered

Founded

Furthered

Gained

Generated

Guided

Headed

Hired

Identified

Illustrated

Implemented

Improved

Incorporated

Influenced

Informed

Initiated

Inspected

Inspired

Instituted

Integrated

Interpreted

Introduced

Investigated

Itemized

Launched

Lessened

Lifted

Lobbied

Mapped

Maximized

Measured

Mentored

Merged

Mobilized

Modified

Monitored

Motivated

Navigated

Negotiated

Operated

Orchestrated

Organized

Outpaced

Outperformed

Overhauled

Oversaw

Partnered

Persuaded

Pioneered

Planned

Produced

Programmed

Promoted

Publicized

Qualified

Quantified

Reached

Reconciled

Recruited

Redesigned

Reduced

Refined

Refocused

Regulated

Remodeled

Reorganized

Replaced

Resolved

Restructured

Revamped

Reviewed

Revitalized

Screened

Scrutinized

Secured

Shaped

Showcased

Simplified

Spearheaded

Standardized

Streamlined

Strengthened

Succeeded

Supervised

Surpassed

Sustained

Targeted

Taught

Tested

Tracked

Trained

Transformed

Unified

United

Updated

Upgraded

Verified

Yielded