

The following verbs can be used in developing work or volunteer descriptions in your resume.

accelerated	composed	encouraged	informed	optimized	rehabilitated	studied
accomplished	computed	energized	initiated	ordered	related	succeeded
accounted	conceived	enforced	innovated	organized	remembered	summarized
achieved	conducted	engineered	inspired	originated	reorganized	supervised
acquired	conserved	enhanced	installed	overcame	repaired	supplied
acted	consolidated	enlarged	instituted	overhauled	replaced	supported
adapted	constructed	escalated	instructed	oversaw	reported	surpassed
administered	consulted	established	integrated	participated	represented	surveyed
advanced	contacted	estimated	interpreted	perceived	researched	symbolized
advised	controlled	evaluated	interviewed	performed	reshaped	systematized
allocated	cooperated	exceeded	invented	persuaded	resolved	taught
analyzed	coordinated	executed	inventoried	piloted	responded	tended
anticipated	corrected	expanded	investigated	pioneered	restored	tested
applied	counseled	expedited	involved	planned	resulted in	trained
appraised	created	experienced	judged	predicted	retrieved	transacted
approved	decided	experimented	justified	prepared	revamped	transcribed
arbitrated	decreased	explained	launched	prescribed	reversed	transformed
arranged	defined	explored	learned	presented	reviewed	translated
assembled	delegated	extracted	lectured	presided	risked	trimmed
assessed	delivered	facilitated	led	problem solved	saved	tripled
assisted	demonstrated	filed	listened	processed	scheduled	trouble-shoot
attained	derived	finalized	localized	produced	screened	tutored
audited	designated	formed	located	programmed	secured	underwrote
authored	designed	formulated	logged	promoted	selected	unified
began	detected	fostered	made	protected	sensed	united
blended	determined	founded	maintained	quadrupled	separated	unraveled
brought	developed	functioned	managed	proposed	served	updated
budgeted	devised	gathered	manipulated	proved	serviced	upgraded
built	diagnosed	generated	mastered	provided	set up	utilized
calculated	directed	governed	mechanized	publicized	shaped	validated
campaigned	discovered	grouped	mediated	published	shared	varied
carried out	discussed	guided	mentored	purchased	showed	verified
catalogued	dispensed	handled	merged	raised	simplified	vitalized
changed	disproved	harmonized	minimized	realized	sold	won
charted	dissected	harnessed	modeled	reasoned	solved	worked
checked	distribute	headed	moderated	received	sorted	wrote
clarified	documented	helped	modified	recommended	sparked	
classified	doubled	hypothesized	monitored	reconciled	specified	
coached	drafted	identified	motivated	recorded	spoke	
collaborated	dramatized	illustrated	navigated	recruited	standardized	
collected	drew	implemented	negotiated	rectified	started	
communicated	earned	improved	observed	redesigned	stimulated	
compared	edited	increased	obtained	reduced	straightened	
compiled	eliminated	indexed	offered	referred	strategize	
completed	empathized	influenced	operated	regulated	streamlined	