

Yale Office of Career Strategy

Resume Action Verbs

Accentuated	Classified	Edited	Integrated	Recorded
Accompanied	Closed	Educated	Interacted	Redesigned
Achieved	Co-authored	Elected	Interpreted	Refined
Acquired	Coached	Enabled	Interviewed	Rehabilitated
Acted	Communicated	Encouraged	Introduced	Remodeled
Adapted	Compared	Engineered	Investigated	Reorganized
Addressed	Compiled	Enhanced	Issued	Repaired
Adjusted	Composed	Established	Launched	Represented
Administered	Conducted	Estimated	Led	Researched
Adopted	Conserved	Evaluated	Linked	Resolved
Advanced	Considered	Examined	Lobbied	Responded
Advertised	Consolidated	Executed	Maintained	Restored
Advised	Constructed	Exhibited	Managed	Revamped
Advocated	Consulted	Expanded	Mapped	Reviewed
Aided	Contacted	Expedited	Marketed	Revised
Allotted	Contracted	Experimented	Measured	Revitalized
Amended	Contributed	Explained	Mediated	Revived
Amplified	Controlled	Explored	Mentored	Scheduled
Analyzed	Converted	Expressed	Mobilized	Screened
Anticipated	Conveyed	Facilitated	Modeled	Scrutinized
Applied	Convinced	Fielded	Modified	Secured
Appointed	Cooperated	Finalized	Monitored	Selected
Appraised	Coordinated	Finished	Motivated	Served
Approved	Counseled	Focused	Navigated	Serviced
Arranged	Corresponded	Forecasted	Negotiated	Settled
Articulated	Created	Forged	Observed	Shaped
Assembled	Critiqued	Formalized	Orchestrated	Simulated
Assessed	Cultivated	Formed	Organized	Sold
Assigned	Debated	Formulated	Originated	Solicited
Assisted	Decided	Fostered	Outlined	Solved
Attended	Decreased	Founded	Overhauled	Sought
Audited	Deducted	Framed	Oversaw	Specialized
Authored	Defined	Furthered	Participated	Specified
Awarded	Delegated	Gathered	Partnered	Spoke
Balanced	Delivered	Generated	Performed	Sponsored
Blended	Demonstrated	Graded	Persuaded	Staffed
Blocked	Described	Guided	Photographed	Standardized
Bought	Designated	Handled	Pioneered	Stimulated
Bridged	Designed	Headed	Planned	Streamlined
Broadened	Detected	Hired	Played	Strengthened
Budgeted	Determined	Hosted	Plotted	Studied
Built	Developed	Identified	Predicted	Submitted
Calculated	Devised	Illustrated	Prepared	Summarized
Canvassed	Devoted	Implemented	Presented	Supervised
Capitalized	Diagnosed	Improved	Processed	Supplied
Catalogued	Diagrams	Incorporated	Produced	Supported
Cautioned	Directed	Increased	Programmed	Surveyed
Centralized	Discovered	Influenced	Promoted	Tailored
Certified	Discussed	Informed	Proposed	Taught
Chaired	Displayed	Initiated	Provided	Targeted
Challenged	Dissected	Innovated	Publicized	Tested
Changed	Distributed	Inspected	Purchased	Trained
Charted	Documented	Inspired	Qualified	Translated
Checked	Drafted	Installed	Questioned	Updated
Cited	Drew	Instituted	Raised	Verified
Clarified	Earned	Instructed	Ranked	Wrote