

Sample Action Words for your Résumé

administered	decorated	implemented	published
addressed meetings	delegated	influenced	raised funds
advised	demolished	informed	recorded
analysed	demonstrated	initiated	referred
appraised performance	designed	inspected	remodelled
appraised value	developed	instigated	repainted
arbitrated	diagnosed	instituted	repaired
arranged flowers	directed	instructed	reported
arranged meetings	disciplined	interpreted	represented
assembled	dismantled	interviewed	researched
asserted	displayed	invented	resourced
assessed progress	documented	investigated	restored
assigned tasks to people	drafted	kept records	reviewed
assisted	drew	learned	revitalised
audited	drew conclusions	made	ran
bartered	drove	made decisions	sculpted
budgeted	edited	maintained	set goals
built	engineered	managed	shaped
busked	established	marketed	serviced
calculated	estimated	measured	served
cared for ...	evaluated	mediated	sketched
changed	exhibited	monitored	sold
checked	explained	motivated	solved
classified	expressed	negotiated	spoke
coached	fabricated	observed	stock control
collected	facilitated	operated	streamlined
compiled	farmed	ordered	summarised
computed	filed	organised	supervised
conceived ideas	financed	originated	synthesised
confronted people	financial management	overcame	took control
constructed	found information	overhauled	took responsibility
convinced	finished	painted	taught
co-ordinated	fired	performed	thought
corresponded	fished	persevered	timed
costed	fitted	persisted	tolerated
counselled	flew	persuaded	trained
crafted	forged	photographed	trouble-shot
created	formatted	planned	tutored
critiqued	formulated	planted	understood
customised	fostered	played	updated
data entered	fought fires	presented	upgraded
debated	founded	priced	used computers
decided	franchised	prioritised	used instruments
	handled complaints	programmed	used tools
	helped	projected	valued
	herded	promoted	wrote
	hypothesised	provided	
	identified	publicised	