## RÉSUMÉ

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## Action Verbs for Resumes

- B -

bargained

bid boosted bought briefed budgeted built - C calculated campaigned canvassed capitalized on carried on (out) caused centralized certified chaired championed classified coached collaborated collected committed communicated compelled compiled completed composed compromised computed conceived concentrated conceptualized conducted consolidated constructed consulted contracted contributed controlled conversed converted converted convinced

cooperated

coordinated

corrected correlated corresponded counseled created critiqued cultivated cut created - D dealt with decided defined delegated delivered demonstrated depicted described designated designed detailed detected determined developed devised dictated directed discovered discussed dispensed displayed dominated doubled downsized drafted drove

- E earned edited educated employed eliminated empowered encouraged endorsed engaged in engineered enhanced enlarged enlisted ensured established estimated evaluated examined exceeded executed exercised exhibited expanded expedited experienced experimented explained expressed

- F - facilitated financed focused forced forged formed formulated fostered found founded fulfilled

- G gained gathered generated governed grew grouped guaranteed guided

- H handled headed heightened hired
- 1 identified illustrated implemented impressed improvised improved incorporated increased induced influenced informed initiated innovated inspired installed instated instigated instituted instructed integrated intensified interpreted intervened interviewed introduced invented invested
- J justified

issued

- L laid out launched lectured led lobbied logged lowered
- M magnified maintained managed marketed maximized mediated merged

- met minimized mobilized moderated modernized modified monitored motivated multiplied
- N negotiated netted
- O observed obtained opened operated orchestrated ordered organized originated outlined overhauled oversaw
- P participated penned performed persuaded phrased piloted pioneered pitched planned positioned prepared prescribed presented presided pressured prioritized processed proclaimed produced programmed projected promoted prompted proofread proposed

proved

provided

publicized

- purchased
- Q questioned
- R raised ran ranked rated reached realized reassured received recommended reconciled recorded recruited reduced re-engineered regulated remarked remedied renewed reorganized represented researched resolved restored restructured revamped reviewed revised revitalized revived revolutionized
- S scheduled secured selected served (as) set (up) settled disputes simplified sold solved specified spelled out spoke started stated steered stimulated stipulated streamlined

- strengthened stressed structured studied succeeded supervised supported swayed synchronized systematized
- T tailored
  targeted
  taught
  tested
  traced
  trained
  transformed
  translated
  tripled
  turned around
- U underwrote unified united updated upgraded upheld urged used utilized
- V verbalized verified visualized voiced
- W won over wrote