

## An Action verb list for developing resume bullet points

### **MANAGEMENT**

administered	chaired	delegated	executed	oversaw	recommended	supervised
analyzed	consolidated'	developed	improved	planned	reviewed	
assigned	contracted	directed	increased	prioritized	scheduled	
attained	coordinated	evaluated	organized	produced	strengthened	

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### **COMMUNICATION**

addressed	collaborated	directed	formulated	mediated	promoted	spoke
arbitrated	convinced	drafted	influenced	moderated	publicized	translated
arranged	corresponded	edited	interpreted	negotiated	reconciled	wrote
authored	developed	enlisted	lectured	persuaded	recruited	

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### **RESEARCH**

clarified	diagnosed	extracted	interpreted	organized	surveyed	
collected	evaluated	identified	interviewed	reviewed	systematized	
critiqued	examined	inspected	investigated	summarized		

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### **TECHNICAL**

assembled	computed	engineered	operated	remodeled	upgraded	
built	designed	fabricated	overhauled	repaired		
calculated	devised	maintained	programmed	solved		

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### **TEACHING**

adapted	coached	demystified	encouraged	facilitated	instructed	goals
advised	communicated	developed	evaluated	guided	persuaded	stimulated
clarified	coordinated	enabled	explained	informed	set	trained

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### **FINANCIAL**

acted	customized	directed	founded	instituted	invented	planned
conceptualized	designed	established	illustrated	integrated	originated	revitalized
created	developed	fashioned	initiated	introduced	performed	shaped

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### **HELPING**

assessed	coached	diagnosed	facilitated	motivated	represented	
assisted	counseled	educated	familiarized	referred		
clarified	demonstrated	expedited	guided	rehabilitated		

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### **CLERICAL OR DETAIL-ORIENTED**

approved	collected	generated	operated	purchased	specified	
arranged	compiled	implemented	organized	recorded	systematized	
catalogued	dispatched	inspected	prepared	retrieved	tabulated	
classified	executed	monitored	processed	screened	validated	

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### **MORE VERBS FOR ACCOMPLISHMENTS**

achieved	improved	reduced (losses)	resolved (problems)	restored	transformed	
expanded	pioneered			spearheaded		