

Appendix F: Action Words for Resumes

Activated	Determined	Lectured	Reduced
Accelerated	Developed	Logged	Referred
Adapted	Devised	Maintained	Reinforced
Administered	Diagnosed	Managed	Reorganized
Advised	Directed	Motivated	Represented
Analyzed	Discovered	Negotiated	Researched
Approved	Dispensed	Obtained	Restored
Arbitrated	Distributed	Operated	Revamped
Arranged	Edited	Ordered	Reviewed
Assembled	Eliminated	Organized	Revised
Assisted	Established	Originated	Routed
Audited	Evaluated	Participated	Scheduled
Calculated	Examined	Performed	Selected
Collected	Expedited	Pinpointed	Served
Charted	Expanded	Planned	Simplified
Completed	Formulated	Prepared	Sold
Compounded	Founded	Prescribed	Solved
Conceived	Generated	Presented	Strategized
Conducted	Identified	Processed	Structured
Constructed	Implemented	Produced	Streamlined
Consolidated	Improved	Proficient	Studied
Consulted	Increased	Programmed	Supervised
Controlled	Influenced	Promoted	Supplied
Corresponded	Installed	Proposed	Supported
Counseled	Instituted	Protected	Taught
Created	Instructed	Proved	Tested
Delegated	Interpreted	Provided	Trained
Delivered	Interviewed	Purchased	Translated
Demonstrated	Invented	Received	Wrote
Designed	Launched	Recommended	
Detected	Led	Recorded	