**Action Verbs**

The next three pages of action verbs should be used abundantly throughout your resume and cover letters to promote your achievements. They help make a strong impression.

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| **Management** | **Communication** | **Research** | **Technical** | **Teaching** |
| achievedadministeredanalyzedassignedattainedchairedconceivedcontractedconsolidatedcoordinateddecideddelegateddevelopeddirectedencouragedevaluatedexecutedhandledimplementedimprovedincorporatedincreasedinspiredlaunchedledmanagedmotivatedorganizedoutlinedoversawplannedprioritizedproducedrecommendedreevaluatedrejectedreportedreviewedscheduledstrengthenedsupervisedunited | addressedarbitratedarrangedauthoredcommunicatedcorrespondedcounseleddevelopeddefineddirecteddraftededitedenlistedformulatedinfluencedinterpretedlecturedmediatedmoderatedmotivatednegotiatedpersuadedpromotedpublicizedreconciledreunitedrenegotiatedreportedresearchedsummarizedspoketranslatedwrote | clarifiedcollectedconceivedcritiqueddetecteddiagnoseddisprovedevaluatedexaminedextractedidentifiedinspectedinterpretedinterviewedinvestigatedorganizedresearchedreportedreviewedsearchedstudiedsummarizedsurveyedsystematizedwrote | analyzedassembledbuiltcalculatedcomputeddesigneddevisedengineeredfabricatedinspectedmaintainedoperatedoverhauledprogrammedremodeledrepairedsolvedtrainedupgraded | adaptedadvisedclarifiedcoachedcommunicatedcoordinateddefineddevelopedenabledencouragedevaluatedexplainedfacilitatedguidedinformedinitiatedinstructedlecturedpersuadedpresentedset goalsstimulatedtaughttrainedupdated  |

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| **Financial** | **Creative** | **Helping** | **Clerical or Detail** |
| adjustedadministeredallocatedanalyzedappraisedauditedbalancedbudgetedcalculatedcomparedcomputeddevelopedestimatedforecastforecastedmanagedmarketedplannedprojectedreevaluatedreconciledresearchedsold | actedappliedcomposedconceivedconceptualizedcreateddesigneddevelopeddirectedestablishedevaluatedfashionedformedformulatedfoundedillustratedinstitutedintegratedintroducedinventedloadedmoldedoriginatedperceivedperformedplannedpresentedproducedrefinedrewroteupdated | advisedaidedassessedassistedbroughtclarifiedcoachedcoordinatedcounseleddealtdemonstrateddiagnosededucatedencouragedenlistedexpeditedfacilitatedfamiliarizedguidedhelpedinspiredmaintainedmodifiedperformedreferredrehabilitatedrepresentedsupportedupheld | activatedalteredassembledapprovedarrangedcataloguedclassifiedcollectedcompileddescribeddispatchededitedestimatedexecutedgatheredgeneratedimplementedinspectedlistedmaintainedmonitoredobservedoperatedorganizedoverhauledpreparedprocessedproofreadpublishedpurchasedrecordedreducedretrievedscreenedspecifiedstreamlinedsystematized |

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| **Additional Action Verbs** |
| anticipatedarbitratedascertainedchartedcheckedclassifiedcollectedcompletedconductedconservedconsolidatedconstructedcontrolledcoordinatedcounseledcreateddecideddefineddelivereddetaileddetecteddetermineddeviseddiagnoseddirecteddiscovereddispenseddisplayeddisproveddissecteddistributeddiverteddramatizeddrewdroveeliminatedempathizedenforcedestablishedestimatedevaluatedexaminedexpanded | experimentedexplainedexpressedextractedfiledfinancedfixedfollowedformulatedfoundedgatheredgavegeneratedguidedhandledheadedhelpedhypothesizedidentifiedillustratedimaginedimplementedimprovedimprovisedincreasedinfluencedinformedinitiatedinnovatedinspectedinstalledinstitutedinstructedintegratedinterpretedinterviewedinventedinventoriedinvestigatedjudgedkeptledlearned | lecturedliftedlistenedloggedmaintainedmademanagedmanipulatedmediatedmemorizedmodeledmonitoredmotivatednavigatednegotiatedobservedobtainedofferedoperatedorderedorganizedoriginatedpaintedperceivedperformedpersuadedphotographedpilotedplannedplayedpredictedpreparedprescribedpresentedprintedprocessedproducedprogrammedquestionedraisedreadrealizedreasoned | receivedrecommendedreconciledpaintedperceivedperformedpersuadedphotographedpilotedplannedplayedpredictedpreparedprescribedpresentedprintedprocessedproducedprogrammedprojectedpromotedproof-readprotectedprovidedpublicizedpurchasedrecordedrecruitedreducedreferredrehabilitatedrelatedrenderedrepairedreportedrepresentedresearchedresolvedrespondedrestoredretrievedreviewedrisked | scheduledselectedsensedseparatedservedsewedshapedsharedshowedsketchedsolvedsortedsummarizedsupervisedsuppliedsymbolizedsynergizedsynthesizedsystematizedtalkedtaughttendedtestedtrainedtranscribedtranslatedtraveledtreatedtroubleshottutoredtypedunifiedunitedupgradedusedutilizedverbalizedwarnedwashedweighedwiredworked |