

Resume Writing Workshop

RESUME ACTION WORDS

Accomplished	Gathered	Prepared
Achieved	Generated	Presented
Adapted	Graded	Produced
Administered	Graduated	Programmed
Advised	Handled	Proved
Analyzed	Hired	Provided
Arranged	Increased	Published
Assembled	Influenced	Recommended
Balanced	Implemented	Recorded
Built	Improved	Reduced
Collected	Initiated	Represented
Communicated	Inspected	Researched
Compiled	Installed	Reviewed
Completed	Instituted	Revised
Conceived	Instructed	Revitalized
Conducted	Introduced	Set up
Coordinated	Invented	Simplified
Created	Launched	Spearheaded
Developed	Led	Standardized
Directed	Maintained	Suggested
Distributed	Managed	Supervised
Documented	Mastered	Supported
Earned	Modernized	Surpassed
Edited	Negotiated	Taught
Eliminated	Organized	Tested
Enabled	Orchestrated	Trained
Established	Organized	Translated
Evaluated	Oversaw	Updated
Expanded	Participated	Used
Expedited	Performed	Wrote
Facilitated	Planned	