

# Resume Strong Action Verbs

## Planning

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction

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Administered	Commissioned	Developed	Evaluated	Formulated	Observed	Prepared	Researched	Revised	Studied
Anticipated	Determined	Devised	Forecasted	Identified	Planned	Prioritized	Reserved	Strategized	Tailored

## Organizing

Example: Coordinated weekly office schedules for 8 employees

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Acquired	Appointed	Authorized	Collected	Customized	Facilitated	Issued	Ordered	Retrieved	Simplified
Activated	Arranged	Catalogued	Committed	Delegated	Housed	Linked	Organized	Routed	Sought
Adjusted	Assembled	Centralized	Confirmed	Designated	Implemented	Logged	Procured	Scheduled	Straightened
Allocated	Assessed	Chartered	Contracted	Designed	Incorporated	Mapped out	Programmed	Secured	Suggested
Altered	Assigned	Classified	Coordinated	Established	Instituted	Obtained	Recruited	Selected	Tracked

## Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

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Acted	Collected	Displayed	Exercised	Input	Merchandised	Produced	Proved	Sold
Administered	Completed	Distributed	Forwarded	Installed	Operated	Proofed	Performed	Stocked
Carried out	Conducted	Entered	Handled	Labored	Processed	Prospected	Shipped	Transacted

## Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

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Adjusted	Certified	Correlated	Examined	Indexed	Measured	Overhauled	Refined	Screened	Supplied
Analyzed	Compared	Developed	Explored	Judged	Modified	Oversaw	Regulated	Set	Tightened
Apportioned	Controlled	Discovered	Graded	Licensed	Monitored	Policed	Reviewed	Scrutinized	Traced
Assessed	Corrected	Established	Inspected	Maintained	Officiated	Prohibited	Revised	Supervised	Updated

## Leading

Example: Trained 20+ new employees in computer procedures over a 2-year period

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Accelerated	Changed	Elected	Encouraged	Founded	Inspired	Mentored	Promoted	Spearheaded
Assumed	Conducted	Employed	Enlisted	Guided	Involved	Motivated	Raised	Stimulated
Caused	Directed	Hired	Envisioned	Influenced	Led	Originated	Recognized for	Strengthened
Chaired	Disproved	Empowered	Fostered	Initiated	Managed	Pioneered	Set goals	Supervised

## Getting Results

Example: Increased student participation by 25% over a 6-month period

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Accomplished	Boosted	Contributed	Eliminated	Expanded	Generated	Increased	Launched	Orchestrated	Received
Achieved	Built	Delivered	Enlarged	Expedited	Grew	Innovated	Lightened	Overcame	Reduced (losses)
Added	Combined	Demonstrated	Enjoyed	Extended	Guaranteed	Integrated	Minimized	Prevailed	Rejuvenated
Advanced	Completed	Diminished	Enlisted	Finalized	Hastened	Introduced	Modernized	Produced	Renovated
Attained	Consolidated	Earned	Ensured	Fulfilled	Heightened	Invented	Obtained	Qualified	
Restored	Augmented	Constructed	Eclipsed	Excelled	Gained	Improved	Joined	Opened	Realized
Targeted									

## Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6 to 2 days

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Allieviated	Collaborated	Created	Detected	Foresaw	Investigated	Repaired	Revived	Synthesized
Analyzed	Conceived	Debugged	Determined	Formulated	Recommended	Resolved	Satisfied	Theorized
Applied	Conceptualized	Decided	Diagnosed	Found	Remedied	Revamped	Solved	
Brainstormed	Crafted	Deciphered	Engineered	Gathered	Remodeled	Revitalized	Streamlined	

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## Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current

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Accounted for	Balanced	Compiled	Converted	Earned	Financed	Maximized	Projected	Reconciled	Totaled
Appraised	Budgeted	Compounded	Counted	Enumerated	Grossed	Multiplied	Purchased	Recorded	
Approximated	Calculated	Computed	Dispensed	Estimated	Increased	Netted	Quantified	Reduced	
Audited	Checked	Conserved	Dispersed	Figured	Inventoried	Profited	Rated	Tabulated	

## Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

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Acted	Attested	Convinced	Dramatized	Highlighted	Justified	Publicized	Revealed	Submitted	Tested
Adapted	Briefed	Consulted	Edited	Illustrated	Lectured	Queried	Sanctioned	Substantiated	Taught
Admitted	Clarified	Corresponded	Educated	Improvised	Marketed	Questioned	Settled	Suggested	Translated
Addressed	Cleared Up	Critiqued	Elicited	Indicated	Mediated	Referred	Shaped	Summarized	Transmitted
Allowed	Closed	Dedicated	Explained	Inferred	Moderated	Reinforced	Smoothed	Supplemented	Verified
Amended	Communicated	Defined	Extracted	Informed	Negotiated	Related	Specified	Supported	Welcomed
Arbitrated	Composed	Deliberated	Fabricated	Instructed	Perceived	Rendered	Spoke	Surveyed	Wrote
Argued	Consented	Demonstrated	Fashioned	Interpreted	Persuaded	Reported	Sold	Synthesized	
Ascertained	Concluded	Drafted	Greeted	Interviewed	Presented	Represented	Solicited	Systematized	

## Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

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Aided	Assisted	Continued	Eased	Enhanced	Interceded	Prescribed	Rescued	Sustained
Accommodated	Assured	Cooperated	Elevated	Enriched	Mobilized	Provided	Returned	Tutored
Advised	Bolstered	Counseled	Enabled	Familiarized	Modeled	Rehabilitated	Saved	Validated
Alleviated	Coached	Dealt	Endorsed	Helped	Polished	Relieved	Served	