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|  | ACTION VERBS FOR YOUR RESUME ☺ |

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| **LEADERSHIP** |  |  |  |  |  |  |  |  |
| Accomplished | Achieved | Administered | Analyzed | Assigned | Attained | Chaired | Consolidated |
| Contracted | Coordinated | Delegated | Developed | Directed | Earned | Evaluated | Executed |
| Handled | Headed | Impacted | Improved | Increased | Led | Mastered | Orchestrated |
| Organized | Oversaw | Planned | Predicted | Prioritized | Produced | Proved | Recommended |
| Regulated | Reorganized | Reviewed | Scheduled | Spearheaded | Strengthened | Supervised | Surpassed |
| **COMMUNICATION** | | | | | | | |  |
| Addressed | Arbitrated | Arranged | Authored | Collaborated | Convinced | Corresponded | Delivered | |
| Developed | Directed | Documented | Drafted | Edited | Energized | Enlisted | Formulated | |
| Influenced | Interpreted | Lectured | Liaised | Mediated | Moderated | Negotiated | Persuaded | |
| Presented | Promoted | Publicized | Reconciled | Recruited | Reported | Rewrote | Spoke | |
| Suggested | Synthesized | Translated | Verbalized | Wrote |  |  |  | |
| **RESEARCH** |  |  |  |  |  |  |  | |
| Clarified | Collected | Concluded | Conducted | Constructed | Critiqued | Derived | Determined | |
| Diagnosed | Discovered | Evaluated | Examined | Extracted | Formed | Identified | Inspected | |
| Interpreted | Interviewed | Investigated | Modeled | Organized | Resolved | Reviewed | Summarized | |
| Surveyed | Systematized | Tested |  |  |  |  |  | |
| **TECHNICAL** |  |  |  |  |  |  |  | |
| Assembled | Built | Calculated | Computed | Designed | Devised | Engineered | Fabricated | |
| Installed | Maintained | Operated | Optimized | Overhauled | Programmed | Remodeled | Repaired | |
| Solved | Standardized | Streamlined | Upgraded |  |  |  |  | |
| **TEACHING** |  |  |  |  |  |  |  | |
| Adapted | Advised | Clarified | Coached | Communicated | Coordinated | Demystified | Developed | |
| Enabled | Encouraged | Evaluated | Explained | Facilitated | Guided | Informed | Instructed | |
| Persuaded | Set Goals | Stimulated | Studied | Taught | Trained |  |  | |
| **QUANTITATIVE** | | | | | | | | |
| Administered | Allocated | Analyzed | Appraised | Audited | Balanced | Budgeted | Calculated | |
| Computed | Developed | Forecasted | Managed | Marketed | Maximized | Minimized | Planned | |
| Projected | Researched |  |  |  |  |  |  | |
| **CREATIVE** |  |  |  |  |  |  |  | |
| Acted | Composed | Conceived | Conceptualized | Created | Customized | Designed | Developed | |
| Directed | Established | Fashioned | Founded | Illustrated | Initiated | Instituted | Integrated | |
| Introduced | Invented | Originated | Performed | Planned | Published | Redesigned | Revised | |
| Revitalized | Shaped | Visualized |  |  |  |  |  | |
| **HELPING** |  |  |  |  |  |  |  | |
| Assessed | Assisted | Clarified | Coached | Counseled | Demonstrated | Diagnosed | Educated | |
| Enhanced | Expedited | Facilitated | Familiarized | Guided | Motivated | Participated | Proposed | |
| Provided | Referred | Rehabilitated | Represented | Served | Supported |  |  | |
| **ORGANIZATIONAL** | | | | | | | | |
| Approved | Accelerated | Added | Arranged | Broadened | Cataloged | Centralized | Changed | |
| Classified | Collected | Compiled | Completed | Controlled | Defined | Dispatched | Executed | |
| Expanded | Gained | Gathered | Generated | Implemented | Inspected | Launched | Monitored | |
| Operated | Organized | Prepared | Processed | Purchased | Recorded | Reduced | Reinforced | |
| Retrieved | Screened | Selected | Simplified | Sold | Specified | Steered | Structured | |
| Systematized | Tabulated | Unified | Updated | Utilized | Validated | Verified |  | |