

## RESUME ACTION VERBS

|              |              |
|--------------|--------------|
| accomplished | improved     |
| achieved     | initiated    |
| administered | instituted   |
| advised      | instructed   |
| analyzed     | investigated |
| arranged     | led          |
| assessed     | managed      |
| authored     | negotiated   |
| compiled     | organized    |
| conducted    | performed    |
| constructed  | planned      |
| coordinated  | prepared     |
| corresponded | presented    |
| counseled    | produced     |
| created      | provided     |
| designed     | recorded     |
| determined   | represented  |
| developed    | researched   |
| devised      | reviewed     |
| directed     | revised      |
| drafted      | served       |
| edited       | solved       |
| established  | studied      |
| evaluated    | trained      |
| formed       | updated      |
| guided       | wrote        |
| implemented  |              |