



## How-To Guide

# Action Verbs

|              |              |               |              |
|--------------|--------------|---------------|--------------|
| Accelerated  | Changed      | Demonstrated  | Focused      |
| Accomplished | Checked      | Described     | Formulated   |
| Accumulated  | Clarified    | Designed      | Fostered     |
| Achieved     | Classified   | Detected      | Founded      |
| Acquired     | Closed       | Determined    | Fulfilled    |
| Activated    | Coached      | Developed     | Gained       |
| Adapted      | Co-directed  | Devised       | Gathered     |
| Addressed    | Collaborated | Directed      | Generated    |
| Administered | Collected    | Distinguished | Graded       |
| Advanced     | Co-managed   | Distributed   | Graduated    |
| Advertised   | Combined     | Documented    | Granted      |
| Advised      | Commanded    | Earned        | Grew         |
| Advocated    | Commended    | Edited        | Guided       |
| Aided        | Commented    | Educated      | Halved       |
| Allocated    | Compiled     | Eliminated    | Handled      |
| Amplified    | Completed    | Emphasized    | Harmonized   |
| Analyzed     | Composed     | Employed      | Harnessed    |
| Answered     | Computed     | Empowered     | Headed       |
| Applied      | Conceived    | Enabled       | Helped       |
| Appointed    | Condensed    | Enacted       | Hired        |
| Appraised    | Conducted    | Encouraged    | Hypothesized |
| Approved     | Conferred    | Energized     | Identified   |
| Arranged     | Considered   | Enforced      | Illustrated  |
| Arraigned    | Consolidated | Engaged       | Imagined     |
| Articulated  | Constructed  | Engineered    | Implemented  |
| Ascertained  | Contained    | Enhanced      | Impressed    |
| Assembled    | Contracted   | Enlarged      | Improved     |
| Assessed     | Contributed  | Enlisted      | Incorporated |
| Assigned     | Controlled   | Ensured       | Increased    |
| Assisted     | Converted    | Entertained   | Initiated    |
| Attained     | Convicted    | Established   | Innovated    |
| Audited      | Coordinated  | Estimated     | Inspected    |
| Authored     | Corrected    | Evaluated     | Installed    |
| Balanced     | Corresponded | Examined      | Instructed   |
| Billed       | Counseled    | Exceeded      | Insured      |
| Bought       | Counted      | Executed      | Integrated   |
| Broadened    | Created      | Expanded      | Interpreted  |
| Budgeted     | Critiqued    | Explained     | Interviewed  |
| Built        | Cured        | Expressed     | Introduced   |
| Calculated   | Customized   | Extracted     | Invented     |
| Campaigned   | Decided      | Fabricated    | Inventoried  |
| Captured     | Decreased    | Facilitated   | Invested     |
| Cataloged    | Defined      | Familiarized  | Investigated |
| Caused       | Delegated    | Filed         | Issued       |
| Chaired      | Delivered    | Financed      | Joined       |



## How-To Guide

# Action Verbs

|              |               |              |              |
|--------------|---------------|--------------|--------------|
| Judged       | Presented     | Restored     | Terminated   |
| Justified    | Presided      | Restructured | Tested       |
| Kept         | Prevented     | Retrieved    | Tightened    |
| Launched     | Printed       | Reversed     | Totaled      |
| Lead         | Prioritized   | Reviewed     | Toured       |
| Learned      | Processed     | Revised      | Traced       |
| Leased       | Produced      | Revitalized  | Tracked      |
| Lectured     | Programmed    | Routed       | Traded       |
| Led          | Proofread     | Scheduled    | Trained      |
| Licensed     | Proposed      | Searched     | Transcribed  |
| Listed       | Protected     | Secured      | Transformed  |
| Located      | Proved        | Selected     | Translated   |
| Machined     | Provided      | Served       | Transmitted  |
| Made         | Publicized    | Shaped       | Transported  |
| Magnified    | Published     | Shared       | Traveled     |
| Maintained   | Purchased     | Showed       | Treated      |
| Managed      | Pursued       | Simplified   | Triumphed    |
| Marketed     | Raised        | Simulated    | Tutored      |
| Mastered     | Ran           | Sketched     | Typed        |
| Matched      | Ranked        | Sold         | Umpired      |
| Measured     | Rated         | Solidified   | Uncovered    |
| Minimized    | Realigned     | Solved       | Understood   |
| Mobilized    | Reasoned      | Sorted       | Understudied |
| Moderated    | Received      | Specialized  | Undertook    |
| Modernized   | Recognized    | Specified    | Underwent    |
| Modified     | Recommended   | Spoke        | Underwrote   |
| Monitored    | Reconciled    | Sponsored    | Unified      |
| Motivated    | Recruited     | Staffed      | United       |
| Negotiated   | Redesigned    | Started      | Unraveled    |
| Netted       | Reduced       | Strengthened | Updated      |
| Observed     | Regulated     | Structured   | Used         |
| Obtained     | Rehabilitated | Studied      | Utilized     |
| Opened       | Reinforced    | Submitted    | Validated    |
| Operated     | Related       | Succeeded    | Valued       |
| Ordered      | Remodeled     | Suggested    | Verbalized   |
| Oversaw      | Rendered      | Summarized   | Verified     |
| Participated | Reorganized   | Supervised   | Visited      |
| Performed    | Repaired      | Supplied     | Vitalized    |
| Persuaded    | Replaced      | Supported    | Volunteered  |
| Piloted      | Replied       | Surpassed    | Weighed      |
| Pinpointed   | Reported      | Surveyed     | Worked       |
| Pioneered    | Represented   | Synergized   |              |
| Placed       | Researched    | Tabulated    |              |
| Planned      | Resolved      | Targeted     |              |
| Prepared     | Responded     | Taught       |              |

For help with your resume or any other career-related issue, come see us in the Career Center!

SUB 3100

Monday-Friday 8am-5pm

660.785.4353