

***Action verbs for an English resume***

adapted	counseled	improved	processed
addressed	created	increased	produced
administered	delegated	influenced	programmed
advised	demonstrated	informed	projected
allocated	designed	initiated	promoted
analysed	developed	inspected	publicize
appraised	diagnosed	instituted	purchased
approved	directed	instructed	recommended
arbitrated	dispatched	integrated	reconciled
arranged	drafted	interpreted	recorded
assembled	edited	interviewed	recruited
assigned	educated	introduced	referred
assisted	employed	invented	rehabilitated
attained	enabled	investigated	remodeled
audited	encouraged	lectured	repaired
authored	engineered	maintained	represented
balanced	established	managed	researched
budgeted	evaluated	marketed	reviewed
built	examined	mediated	revitalized
calculated	executed	moderated	scheduled
chaired	explained	monitored	solved
clarified	extracted	motivated	stimulated
classified	facilitated	negotiated	strengthened
coached	forecasted	operated	summarized
collected	formulated	organized	supervised
communicated	founded	overhauled	surveyed
compiled	generated	oversaw	trained
computed	guided	performed	translated
consolidated	hired	persuaded	upgraded
contracted	identified	planned	validated
coordinated	illustrated	prepared	wrote
corresponded	implemented	prioritized	