

RESUME LANGUAGE TOOLKIT

ACTION WORDS

Abstracted	Consulted	Expressed	Managed	Read
Achieved	Contracted	Extracted	Manipulated	Reasoned
Acquired	Contributed	Facilitated	Mapped	Recorded
Acted	Converted	Fashioned	Mastered	Received
Adapted	Cooperated	Financed	Maximized	Reduced
Addressed	Coordinated	Fixed	Mediated	Referred
Administered	Copied	Followed	Memorized	Related
Advertised	Correlated	Formulated	Mentored	Relied
Advised	Counseled	Fostered	Met	Reported
Advocated	Created	Founded	Minimized	Researched
Aided	Critiqued	Gained	Modeled	Responded
Allocated	Cultivated	Gathered	Modified	Restored
Analyzed	Dealt	Gave	Monitored	Revamped
Answered	Debated	Generated	Narrated	Reviewed
Anticipated	Decided	Governed	Negotiated	Scanned
Applied	Defined	Guided	Observed	Scheduled
Appraised	Delegated	Handled	Obtained	Screened
Approved	Delivered	Headed	Offered	Set goals
Arranged	Designed	Helped	Operated	Shaped
Ascertained	Detected	Identified	Ordered	Skilled
Assembled	Determined	Illustrated	Organized	Solicited
Assessed	Developed	Imagined	Originated	Solved
Assisted	Devised	Implemented	Overcame	Specialized
Attained	Diagnosed	Improved	Oversaw	Spoke
Audited	Directed	Improved	Participated	Stimulated
Augmented	Discovered	Inaugurated	Perceived	Strategized
Authored	Discriminated	Increased	Perfected	Streamlined
Bolstered	Dispatched	Indexed	Performed	Strengthened
Briefed	Displayed	Indicated	Persuaded	Stressed
Brought	Dissected	Influenced	Planned	Studied
Budgeted	Documented	Initiated	Practiced	Substantiated
Built	Drafted	Inspected	Predicted	Succeeded
Calculated	Drove	Instituted	Prepared	Summarized
Cared	Edited	Integrated	Presented	Synthesized
Charged	Eliminated	Interpreted	Prioritized	Supervised
Chartered	Empathized	Interviewed	Produced	Supported
Checked	Enabled	Introduced	Programmed	Surveyed
Clarified	Enforced	Invented	Projected	Sustained
Classified	Enlightened	Inventoried	Promoted	Symbolized
Coached	Enlisted	Investigated	Proposed	Tabulated
Collaborated	Ensured	Judged	Protected	Talked
Collected	Established	Kept	Proved	Taught
Comforted	Estimated	Launched	Provided	
Communicated	Evaluated	Learned	Publicized	
Compared	Examined	Lectured	Published	
Completed	Exceeded	Led	Purchased	
Complied	Excelled	Lifted	Queried	
Composed	Expanded	Listened	Questioned	
Computed	Expedited	Located	Raised	
Conceived	Experimented	Logged	Ran	
Conducted	Explained	Made	Ranked	
Conserved	Explored	Maintained	Rationalized	