

Resume Verbs

The word on the left may be substituted with a word on the right to increase variety in your accomplishment statements

Accelerated	expedited, hastened, stepped up
Accomplished	achieved, attained, reached, realized
Achieved	accomplished, attained, reached, realized
Acquired	gained, obtained, procured, secured
Adapted	acclimated, accommodated, adjusted, reconciled, suited, tailored
Addressed	appealed, applied, approached, directed, focused, petitioned
Adjusted	adapted, regulated, resolved, settled
Administered	dealt, directed, dispensed, executed, governed, headed, managed
Advised	acquainted, conferred, educated, enlightened, notified, counseled, recommended, informed, consulted
Analyzed	studied, determined, resolved, dissected, examined, inspected, investigated
Answered	responded, relied, retorted, satisfied
Appeared	showed, evidenced, manifested, seemed
Applied	addressed, appealed, correlated, fitted, put to use, paralleled, qualified, suitable
Appointed	designated, equipped, geared, named, nominated
Approved	adopted, accepted, accredited, affirmed, attested, confirmed, certified, endorsed, ratified, sanctioned
Assisted	supported, aided, corroborated, maintained, upheld
Assigned	allocated, allotted, apportioned, ascribed, posted, prescribed, specified, stationed
Assured	ensured, reassured, convinced, guaranteed
Authorized	sanctioned, justified, warranted
Clarified	cleared, elucidated, illuminated
Collaborated	assisted, cooperated, worked jointly
Collected	gathered, brought together, extracted from, gained, claimed, accumulated
Communicated	imparted, conveyed, exchanged, transmitted, expressed
Composed	collected, constituted, contained, controlled, produced
Conceived	accepted, comprehended, envisaged, envisioned

Conducted	conveyed, controlled, directed, guided, managed, operated, steered, supervised, transmitted
Conferred	bestowed, trusted, consulted, brought together
Consulted	advised, asked of, conferred, considered, counseled, deliberated, referred to
Controlled	conducted, directed, guided, managed, regulated, reserved, restrained, ruled
Coordinated	accommodated, acted together, combined, harmonized, brought about
Corrected	adjusted, altered, amended, disciplined, pointed out, rectified
Counseled	consulted, deliberated, advised, proposed
Created	composed, constituted, engendered, established, founded, generated, instituted, started
Cultivated	encouraged, fostered, produced, promoted
Decreased	abated, diminished, lessened, reduced
Delegated	entrusted, appointed, assigned, prescribed, allotted
Delivered	administrated, bore, furnished, provided, transferred
Demonstrated	authenticated, confirmed, corroborated, displayed
Determined	decided, resolved, discovered, settled, regulated, brought about
Developed	set forth, evolved, expounded, unfolded, grew, promoted, processed
Diagnosed	recognized, identified, analyzed, concluded

Directed	adapted, administered, commanded, conducted, controlled, devoted, focused, guided, imparted, instructed, led, managed, operated, prescribed, showed, supervised
Discovered	ascertained, determined
Discussed	reasoned, examined, declared, considered
Distributed	arranged, classified, dispersed, organized
Earned	gained, merited, realized, yielded
Effected	caused, effectuated, engendered, executed, implemented, induced, invoked, produced
Eliminated	eradicated, omitted, removed
Employed	applied, exercised, implemented, retained, utilized
Encouraged	fostered, stimulated, inspired, spurred on
Enforced	carried out, constrained, compelled, effected, executed, implemented, invoked, strengthened, urged
Ensured	Made certain, safeguarded, guaranteed, insured, assured, secured
Established	authenticated, confirmed, created, effected, founded, installed, instituted, made firm, organized, predicated, recognized
Estimated	appraised, judged, determined, evaluated, valued, rated, assessed, calculated
Evaluated	appraised, assessed, calculated, determined, estimated, gauged
Examined	analyzed, inspected, investigated, scrutinized
Executed	administered, fulfilled, implemented, performed
Exercised	exerted, executed, fulfilled, implemented, performed, practiced, utilized
Expanded	amplified, augmented, broadened, developed, extended, magnified
Expedited	accelerated, facilitated, hastened

Extracted	culled, garnered, gathered
Financed	backed, capitalized, funded, subsidized
Forecasted	calculated, predicted, foretold
Formed	composed, developed, modeled, shaped
Formulated	devised, drafted, expressed, fabricated, invented
Founded	constituted, created, established, instituted, located, originated, pinpointed
Fulfilled	executed, exercised, implemented, performed
Generated	created, developed, engendered, produced, spawned
Guide	conducted, directed, escorted, piloted
Handled	manipulated, marketed, merchandised, operated, retailed, vended
Hired	chartered, employed, engaged, leased, retained
Identified	associated, linked, recognized
Implemented	accomplished, applied, actuated, carried out, employed, enforced, executed, exercised, fulfilled, invoked, provided, utilized
Improved	amended, made better, meliorated
Improvised	extemporized
Increased	accrued, aggrandized, amplified, augmented, burgeoned, developed, expanded, extended, heightened, magnified
Influenced	impacted, impressed, swayed
Initiated	began, caused, commenced, embarked, instituted, instructed, introduced, launched, originated, undertook
Influenced	forced, directed, swayed, affected, altered, modified
Inspected	looked over, viewed closely, examined
Instigated	excited, galvanized, inspired, motivated, provoked, stimulated
Instituted	constituted, created, established, initiated, originated

Instructed	commanded, directed, educated, imparted, gave knowledge or information, taught, trained
Interpreted	construed, conceived, executed, explained, illustrated, represented
Investigated	analyzed, examined, inquired, inspected, observed or studied, researched
Launched	commended, embarked, inaugurated, initiated, instituted, introduced, undertook
Led	commanded, conducted, guided
Located	installed, positioned, situated
Manage	administered, conducted, directed, handled, headed, operated, supervised
Maintained	asserted, kept, sustained, supported, provided, upheld
Managed	administered, conducted, directed, headed, operated, supervised
Marketed	handled, retailed, vended
Mobilized	impelled, organized, propelled
Modified	altered, changed, varied
Monitored	checked, tested, watched, observed, regulated, controlled, kept track of
Motivated	encouraged, incited, inspired, stimulated
Organized	arranged, caused, constituted, created, developed, established, formed, founded, instituted, integrated, ordered, originated, set up, started
Originated	began, commenced, constituted, created, constructed, established, founded, initiated, introduced, instituted, launched, organized, started
Participated	engaged, indulged, involved in, partook, shared, took part
Performed	enacted, executed, implemented, presented
Planned	arranged, charted, designed, devised, have in mind, plotted, projected, schemed
Prepared	arranged, made ready, put together, qualified, scheduled, worked out details
Presented	Awarded, bestowed, enacted, extended, granted, offered, performed, tendered, volunteered
Procured	Acquired, gained, obtained, secured
Produced	constructed, created, cultivated, developed, earned, engendered, forged, generated, induced, manufactured, realized, yielded
Programmed	slated, scheduled

Projected	charted, designed, devised, planned
Proposed	designed, intended, offered, submitted, suggested
Proved	confirmed, demonstrated, established
Provided	afforded, delivered, furnished, offered, prepared, procured, supplied
Published	authored, announced, issued
Received	acquired, admitted, accepted, permitted, bore
Recommended	advised, commended, committed, complimented, coached, counseled, endorsed, entrusted
Reconciled	accommodated, coordinated, integrated, resolved
Reduced	curtailed, decreased, demoted, depreciated, diminished, lessened, lowered
Regulated	adjusted, controlled, governed
Reported	related, covered, presented, announced, made known, accounted
Represented	advocated, constituted, depicted, epitomized, exemplified, illustrated, personified, portrayed, presented, symbolized, typified
Researched	delved, explored, inquired, investigated, studied
Resolved	analyzed, concluded, deciphered, determined, dissected, explained, reconciled, rectified, settled, solved
Restored	reinstated, revived, reconstructed, rejuvenated, renovated, returned
Reviewed	critiqued, considered, examined, evaluated, planned, reconsidered, reflected, summarized
Revised	amended, emended, revamped

Revitalized	rekindled, resurrected, revived, reactivated
Scheduled	appointed, arranged, assigned, designated, prepared, programmed, slated
Secured	acquired, captured, gained, guaranteed, obtained, pledged, procured, warranted
Sold	convinced, handled, induced, marketed, merchandised, persuaded, retailed, vended
Served	attended, availed, benefited, ministered, profited, suited
Solved	deciphered, explained, resolved, unraveled
Specified	cited, designated, detailed, indicated, stipulated
Stimulated	activated, aroused, encouraged, energized, excited, galvanized, inspired, motivated, provoked, stirred
Strengthened	confirmed, fortified, reinforced, toughened
Studied	considered, entertained, evaluated, examined, researched, reviewed, reflected, planned, scrutinized
Suggested	indicated, offered, proposed, submitted
Summarized	abstracted, epitomized, recapped, reviewed
Supervised	conducted, directed, governed, managed, operated, oversaw, superintended, watched
Tailored	acclimated, adapted, adjusted, conformed
Taught	disciplined, educated, instructed, trained, tutored, coached
Terminated	ceased, completed, concluded, consummated, discontinued, ended, finished, suspended
Tested	experimented, examined, proved
Trained	disciplined, directed, drilled, educated, instructed, prepared, taught
Translated	construed, converted, paraphrased, restated, reworded, transferred, transformed

Undertook assumed, commenced, contracted, engaged, incurred, inaugurated, initiated, launched, offered, shouldered

Unified coordinated, integrated, orchestrated

Utilized applied, exercised, implemented, practiced

Verified attested, confirmed, justified, proved, substantiated, validated

Won acquired, captured, deserved, earned, gained, merited, obtained, procured, secured

Wrote authored, composed, created, penned, produced, published, scribed