

# A USEFUL LIST OF ACTION VERBS



75 action verbs to make your resume stand out in GreaterROC

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## MANAGED

Accomplished  
Achieved  
Administered  
Advised  
Analyzed  
Conducted  
Coordinated  
Delegated  
Developed  
Directed  
Oversaw  
Prioritized  
Streamlined  
Supervised  
Strengthened

## COMMUNICATED

Addressed  
Briefed  
Conveyed  
Corresponded  
Explained  
Expressed  
Formulated  
Influenced  
Informed  
Mediated  
Proposed  
Publicized  
Recruited  
Resolved  
Translated

## CREATED

Adapted  
Composed  
Customized  
Designed  
Fashioned  
Integrated  
Innovated  
Introduced  
Invented  
Instituted  
Performed  
Visualized  
Synthesized  
Originated  
Established

## HELPED

Advocated  
Aided  
Assisted  
Clarified  
Coached  
Demonstrated  
Educated  
Encouraged  
Fostered  
Guided  
Mentored  
Motivated  
Served  
Supported  
Stabilized

## RESEARCHED

Calculated  
Collected  
Discovered  
Detected  
Documented  
Evaluated  
Examined  
Experimented  
Gathered  
Identified  
Investigated  
Obtained  
Reviewed  
Summarized  
Surveyed