

# Resume Writing Tips

## Action Verbs for Bullet Lists

<b>A</b>	Assumed	Charted	Contributed	Distilled	Expedited	Generated
Abbreviated	Assured	Chartered	Contrived	Distributed	Experimented	Gerrymandered
Accented	Attained	Chose	Controlled	Dominated	Expressed	Girded
Accentuated	Augmented	Christened	Conveyed	Downloaded	Expropriated	Governed
Accepted	Authenticated	Circumnavigated	Coordinated	Drafted	Extended	Granted
Accessed	Authored	Claimed	Cornered	Drove	Extolled	Grew
Accomplished	Authorized	Clarified	Corralled			Guided
Achieved	Automated	Classified	Correlated	<b>E</b>	<b>F</b>	
Acquired	Averted	Clawed	Corresponded	Earned	Facilitated	<b>H</b>
Activated		Cleaned	Counseled	Eased	Familiarized	Hacked
Active	<b>B</b>	Closed	Crafted	Economized	Farmed	Hampered
Adapted	Back-channeled	Coached	Crashed	Edited	Fashioned	Handled
Adjudicated	Balanced	Coaxed	Created	Editorialized	Featured	Harassed
Adjusted	Banned	Collaborated	Culled	Elevated	Filed	Hatched
Administered	Bartered	Collected	Cultivated	Elicited	Fire-tested	Heightened
Advertised	Battered	Combined	Curated	Embellished	Fired	Held
Advanced	Began	Commanded		Emphasized	Firewalled	Helped
Advised	Bested	Commandeered	<b>D</b>	Employed	Fixed	Herded
Advocated	Betaed	Commissioned	Data dumped	Empowered	Flamed	Highlighted
Aided	Bettered	Communicated	Dealt	Enabled	Focused	Honed
Aimed	Bid	Compacted	Deciphered	Enacted	Followed	
Allocated	Blasted	Complied	Decoded	Encompassed	Forced	<b>I</b>
Allotted	Blended	Completed	Defined	Encouraged	Forecast	Identified
Alphaed	Blistered	Composed	Delegated	Enforced	Foresaw	Illustrated
Ameliorated	Blueprinted	Comprised	Deliberated	Engaged	Forewarned	Imagined
Amplified	Booted	Compromised	Delivered	Engineered	Formed	Imagineered
Analyzed	Bootstrapped	Computed	Demonstrated	Enlarged	Formulated	Impinged
Anticipated	Brainstormed	Computerized	Depicted	Enlisted	Fortified	Implemented
Applied	Broadcast	Conceived	Deployed	Ensured	Fostered	Imposed
Appointed	Broke	Concentrated	Derived	Entitled	Founded	Impressed
Apportioned	Brokered	Conceptualized	Described	Envisioned	Framed	Inaugurated
Appraised	Budgeted	Concluded	Designated	Epitomized	Front-channeled	Increased
Appropriated	Built	Condensed	Detected	Erased	Fronted	Incubated
Approved	Branded	Concluded	Determined	Erected	Fulfilled	Inculcated
Argued		Condensed	Devalued	Escalated	Fumigated	Induced
Armed	<b>C</b>	Conducted	Developed	Established	Functioned	Influenced
Aroused	Calculated	Conferred	Devised	Estimated	Furthered	Informed
Arranged	Campaigned	Confirmed	Devolved	Evaluated	Found	Ingrained
Arrayed	Canned	Conquered	Diagnosed	Evolved		Initiated
Articulated	Carved	Conserved	Diagrammed	Exacted	<b>G</b>	Inspected
Ascertained	Cautioned	Consolidated	Dictated	Exalted	Game-planned	Inspired
Ascribed	Chaired	Constructed	Directed	Examined	Ganged	Installed
Assaulted	Championed	Consulted	Disbursed	Exchanged	Garaged	Instituted
Assembled	Changed	Consummated	Disclosed	Executed	Garnered	Instructed
Assessed	Charged	Contacted	Dispatched	Exemplified	Garnished	Integrated
Assigned	Charmed	Contracted	Dispensed	Expanded	Gave	Intensified

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<b>I</b>	Mainstreamed	Originated	Publicized	Repaired	Solidified	Trained
Interacted	Maintained	Outreached	Punished	Reported	Solved	Translated
Interfaced	Managed	Overcame	Purchased	Represented	Spawned	Transported
Interlocked	Mandated	Oversaw	Purged	Reproduced	Spearheaded	Troubleshoot
Internetworked	Maneuvered		Pursued	Requisitioned	Specified	Tutored
Interpreted	Manned	<b>P</b>	Pushed	Resolved	Spurred	
Interred	Mapped	Packaged		Researched	Staged	<b>U</b>
Intersected	Marginalized	Panned	<b>Q</b>	Responded	Starred	Underscored
Intertwined	Marked	Paralleled	Quarterbacked	Restructured	Stationed	Unified
Introduced	Marketed	Parleyed	Quelled	Retrained	Steered	Unilateralized
Inundated	Married	Participated	Queued	Retrenched	Stimulated	Unlinked
Interviewed	Mastered	Patterned	Quickened	Retrieved	Stipulated	Unveiled
Invented	Matriculated	Penned	Quieted	Retrofitted	Stirred	Updated
Inventoried	Measured	Perfected	Quit	Revamped	Stored	Upgraded
Investigated	Merchandised	Permitted		Reviewed	Stormed	Uplifted
Issued	Merged	Persuaded	<b>R</b>	Revised	Strategized	Uplinked
Italicized	Merited	Pictured	Railroaded	Righted	Streamlined	Utilized
	Met	Piloted	Raised		Strengthened	
<b>J</b>	Moderated	Pinpointed	Ramrodded	<b>S</b>	Stressed	<b>V</b>
Jilted	Monitored	Pioneered	Ran	Safeguarded	Struck	Validated
Joined	Moored	Placed	Rated	Salvaged	Structured	Valued
Jousted	Motivated	Planned	Rationalized	Sanctified	Studied	Vaulted
Judged		Planted	Rationed	Sanctioned	Summarized	Vented
	<b>N</b>	Pointed	Reached	Sanitized	Supervised	Verified
	Named	Polished	Realized	Saved	Supported	Vetoed
<b>L</b>	Narrated	Positioned	Reaped	Scheduled	Surfaced	Visualized
Labored	Narrowed	Posted	Recognized	Scratched	Surfed	Volunteered
Lambasted	Navigated	Postured	Recommended	Scrimmaged	Surpassed	Voted
Launched	Negotiated	Prepared	Recorded	Sculpted	Surveyed	
Laundered	Negotiated	Presented	Recounted	Secured	Sustained	<b>W</b>
Learned	Nested	Presided	Recovered	Seized	Swayed	Warmed
Lectured	Netted	Prevailed	Recruited	Selected	Symbolized	Warranted
Led	Neutered	Prevented	Rectified	Sent	Synergized	Whipped
Levied	Neutralized	Procured	Redeemed	Served	Synthesized	Wielded
Liaised	Nominalized	Produced	Reduced	Set	Systematized	Won
Localized	Normalized	Programmed	Re-enacted	Set up		Worked
Located	Notified	Projected	Referred	Settled	<b>T</b>	Wounded
Locked		Promised	Reflected	Shadowed	Tailed	Wrapped
Locked In	<b>O</b>	Promoted	Reformed	Sharpened	Tail-gunned	Wrestled
Locked On	Observed	Prompted	Regionalized	Shepherded	Targeted	Wronged
Logged	Obtained	Promulgated	Registered	Shouldered	Taught	Wrote
Logged On	Ombudsmanned	Proofread	Regaled	Simplified	Taxed	Wrung
	Operated	Propagated	Regulated	Situated	Terminated	
<b>M</b>	Opined	Proposed	Reinforced	Slamdunked	Terra-formed	<b>XYZ</b>
Made	Orchestrated	Proved	Related	Slammed	Tested	Yielded
Magnified	Ordered	Provided	Relayed	Sold	Tracked	Zeroed
Maimed	Organized	Provisioned	Reorganized	Solicited	Trailed	Zoomed