

Resume Verb Ideas

abstracted	directed	participated
achieved	discovered	planned
adapted	distributed	prepared
administered	documented	prioritized
advocated	drafted	problem solved
advised	edited	processed
allocated	enlisted	produced
analyzed	engineered	programmed
appraised	established	projected
approved	evaluated	promoted
arbitrated	examined	purchased
arranged	executed	reconciled
assessed	experimented	recorded
audited	extrapolated	recruited
authored	fabricated	referred
automated	fashioned	regulated
balanced	facilitated	registered
budgeted	forecasted	reported
calculated	formulated	represented
calibrated	founded	resolved
cataloged	gathered	responded
categorized	generated	restored
chaired	guided	retrieved
charted	identified	reviewed
classified	illustrated	revitalized
clarified	implemented	routed
coached	improved	scheduled
coded	incorporated	screened
collected	influenced	secured
collated	informed	shaped
conceptualized	initiated	simulated
configured	installed	spearheaded
constructed	inspired	standardized
consulted	inspected	submitted
contracted	integrated	supplied
contributed	interpreted	supervised
convinced	interviewed	surveyed
coordinated	invented	synthesized
consolidated	investigated	systematized
controlled	led	tabulated
converted	maintained	tested
correlated	marketed	tracked
counseled	mediated	trained
created	mentored	transformed
critiqued	merged	troubleshoot
customized	modeled	updated
decided	monitored	upgraded
delegated	negotiated	validated
delivered	obtained	verified
deployed	operated	visualized
designed	optimized	
developed	organized	
diagnosed	overhauled	

Resume Adjective Ideas

accurate	reserved
adaptable	resourceful
analytical	responsive
approachable	results-oriented
articulate	risk-taking
assertive	self-motivated
attentive	solution-oriented
autonomous	specialized
cautious	strategic
client-focused	structured
collaborative	supportive
committed	sympathetic
competitive	systematic
confident	team-oriented
conscientious	thorough
consistent	trusting
creative	versatile
customer-oriented	
data-driven	
decisive	
deliberate	
dependable	
detail-oriented	
diplomatic	
driven	
effective	
efficient	
energetic	
engaged	
enthusiastic	
ethical	
fast-paced	
flexible	
focused	
goal-oriented	
high-performing	
independent	
insightful	
innovative	
logical	
methodical	
optimistic	
organized	
outgoing	
patient	
people-oriented	
persuasive	
precise	
proactive	
quality-focused	
quick	
reflective	
reliable	