

## Resume Verb Ideas

abstracted  
achieved  
adapted  
administered  
advocated  
advised  
allocated  
analyzed  
appraised  
approved  
arbitrated  
arranged  
assessed  
audited  
authored  
automated  
balanced  
budgeted  
calculated  
calibrated  
cataloged  
categorized  
chaired  
charted  
classified  
clarified  
coached  
coded  
collected  
collated  
conceptualized  
configured  
constructed  
consulted  
contracted  
contributed  
convinced  
coordinated  
consolidated  
controlled  
converted  
correlated  
counseled  
created  
critiqued  
customized  
decided  
delegated  
delivered  
deployed  
designed  
developed  
diagnosed

directed  
discovered  
distributed  
documented  
drafted  
edited  
enlisted  
engineered  
established  
evaluated  
examined  
executed  
experimented  
extrapolated  
fabricated  
fashioned  
facilitated  
forecasted  
formulated  
founded  
gathered  
generated  
guided  
identified  
illustrated  
implemented  
improved  
incorporated  
influenced  
informed  
initiated  
installed  
inspired  
inspected  
integrated  
interpreted  
interviewed  
invented  
investigated  
led  
maintained  
marketed  
mediated  
mentored  
merged  
modeled  
monitored  
negotiated  
obtained  
operated  
optimized  
organized  
overhauled

participated  
planned  
prepared  
prioritized  
problem solved  
processed  
produced  
programmed  
projected  
promoted  
purchased  
reconciled  
recorded  
recruited  
referred  
regulated  
registered  
reported  
represented  
resolved  
responded  
restored  
retrieved  
reviewed  
revitalized  
routed  
scheduled  
screened  
secured  
shaped  
simulated  
spearheaded  
standardized  
submitted  
supplied  
supervised  
surveyed  
synthesized  
systematized  
tabulated  
tested  
tracked  
trained  
transformed  
troubleshoot  
updated  
upgraded  
validated  
verified  
visualized  
wrote

## 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	