**A**CTIVE **L**ANGUAGE **V**ERBS

*These verbs can help you craft an empowered, specific resume with a spring in its step.*

|  |  |  |
| --- | --- | --- |
| Accomplished | Achieved | Acted |
| Acquired | Adapted | Adopted |
| Adjusted | Administered | Advertised |
| Advised | Analyzed | Approved |
| Arbitrated | Arranged | Assembled |
| Assisted | Audited | Authorized |
| Balanced | Budgeted | Built |
| Calculated | Changed | Charted |
| Checked | Classified | Coached |
| Collected | Communicated | Compiled |
| Completed | Composed | Computed |
| Conceived | Conducted | Connected |
| Consolidated | Constructed | Conserved |
| Controlled | Coordinated | Counseled |
| Created | Defined | Delivered |
| Designed | Detected | Determined |
| Developed | Devised | Diagnosed |
| Directed | Discovered | Dispensed |
| Displayed | Distributed | Documented |
| Drafted | Edited | Educated |
| Eliminated | Enforced | Engineered |
| Enlarged | Established | Estimated |
| Evaluated | Examined | Expanded |
| Experimented | Extended | Facilitated |
| Financed | Forecasted | Formed |
| Formulated | Founded | Generated |
| Governed | Guided | Headed |
| Helped | Hired | Identified |
| Illustrated | Implemented | Improved |
| Improvised | Increased | Influenced |
| Informed | Initiated | Innovated |
| Inspected | Installed | Instituted |
| Instructed | Integrated | Interpreted |
| Interviewed | Invented | Inventoried |
| Investigated | Issued | Judged |
| Lectured | Led | Maintained |
| Managed | Manufactured | Marketed |
| Mediated | Mentored | Merchandised |
| Modeled | Obtained | Offered |
| Operated | Ordered | Organized |
| Originated | Performed | Persuaded |
| Planned | Presided | Prepared |
| Produced | Projected | Promoted |
| Provided | Publicized | Purchased |
| Realized | Received | Reconciled |
| Recommended | Recorded | Recruited |
| Rectified | Reduced | Referred |
| Regulated | Rehabilitated | Reorganized |
| Reported | Represented | Researched |
| Resolved | Resorted | Restructured |
| Reviewed | Revised | Routed |
| Scheduled | Screened | Secured |
| Selected | Served | Serviced |
| Shaped | Solved | Sorted |
| Structured | Summarized | Supervised |
| Supplied | Synthesized | Systematized |
| Tailored | Taught | Tested |
| Trained | Transcribed | Translated |
| Tutored | Unified | United |
| Upgraded | Utilized | Wrote |