

ACTION WORDS USED IN DESCRIBING WORK EXPERIENCE

accepted	confronted	expanded	issued	proofread	shaped
accomplished	consolidated	expedited	kept	proposed	shared
achieved	constructed	experienced	launched	protected	shortened
acted	contacted	experimented	learned	proved	showed
activated	contracted	explained	lectured	provided	simplified
adapted	contributed	expressed	led	publicized	simulated
addressed	controlled	extracted	lifted	published	sorted
adjusted	coordinated	facilitated	listened	purchased	specified
administered	copied	familiarized	logged	qualified	speculated
adopted	corrected	filed	made	quantified	spoke
advised	correlated	financed	maintained	questioned	standardized
aided	corresponded	followed	managed	raised	stimulated
analyzed	counseled	forecast	manipulated	read	streamlined
anticipated	consulted	formalized	measured	realized	supplied
applied	covered	formed	mediated	received	symbolized
appraised	created	formulated	memorized	recommended	synergized
apprised	cut	founded	mentored	reconciled	synthesized
approved	dealt	furnished	met	recorded	talked
arbitrated	decided	gained	modeled	recruited	team built
arranged	decorated	gathered	moderated	reduced	tended
ascertained	defined	gauged	modified	reevaluated	told
assembled	delegated	gave	monitored	referred	took
assessed	delivered	generated	motivated	registered	traded
assigned	demonstrated	governed	negotiated	regulated	trained
assisted	described	graded	observed	rehabilitated	transacted
assumed	designated	graphed	obtained	reinforced	transferred
attended	designed	grouped	offered	rendered	transformed
audited	detected	guided	operated	renegotiated	translated
authorized	determined	halted	ordered	reorganized	transmitted
bought	developed	handled	organized	repaired	traveled
budgeted	devised	headed	originated	reported	treated
built	diagnosed	helped	overcame	represented	tripled
calculated	directed	hired	oversaw	requested	troubleshoot
catalogued	disciplined	hypothesized	painted	researched	tutored
certified	discovered	identified	participated	resolved	typed
chaired	dispensed	illustrated	perceived	responsible for	umpired
charted	displayed	imagined	performed	restored	understood
checked	disproved	implemented	persuaded	retrieved	undertook
circulated	dissected	improved	photographed	revamped	underwrote
clarified	disseminated	improvised	piloted	reviewed	unified
classified	distributed	indexed	planned	revised	united
cleaned	diverted	influenced	played	rewrote	updated
coached	documented	informed	predicted	risked	upgraded
collected	drafted	initiated	prepared	sampled	used
committed	enforced	innovated	prescribed	sang	utilized
communicated	engineered	inspected	presented	saved	verbalized
compared	enlarged	inspired	presided	scheduled	verified
competed	enlisted	installed	prevented	scored	visited
compiled	entertained	instituted	printed	searched	volunteered
completed	equipped	instructed	processed	selected	washed
composed	established	interviewed	procured	sensed	weighed
computed	estimated	interviewed	produced	sent	won
conceived	evaluated	invented	programmed	separated	worked
conceptualized	examined	inventoried	progressed	served	wrote
conducted	exchanged	investigated	projected	serviced	wrought
conferred	exhibited		promoted	set up	