

Below is a list of action verbs to use at the beginning of accomplishment statements. For a current position, use the present tense. For previous positions, use the past tense on the resume.

Accelerate	Accomplish	Achieve	Acquire	Adapt	Address
Advance	Advise	Advocate	Analyze	Apply	Appoint
Arbitrate	Architect	Arrange	Ascertain	Assemble	Assess
Assist	Author	Authorize	Brief	Budget	Build
Calculate	Capture	Catalog	Champion	Chart	Clarify
Classify	Close	Coach	Collect	Command	Communicate
Compare	Compel	Compile	Complete	Compute	Conceive
Conclude	Conduct	Conserve	Consolidate	Construct	Consult
Continue	Contract	Convert	Coordinate	Correct	Counsel
Craft	Create	Critique	Decrease	Define	Delegate
Deliver	Demonstrate	Deploy	Design	Detail	Detect
Determine	Develop	Devise	Direct	Discover	Dispense
Display	Distribute	Diversify	Divert	Document	Double
Draft	Drive	Earn	Edit	Educate	Effect
Elect	Eliminate	Emphasize	Enact	Encourage	Endure
Energize	Enforce	Engineer	Enhance	Enlist	Ensure
Establish	Estimate	Evaluate	Examine	Exceed	Execute
Exhibit	Expand	Expedite	Experiment	Explore	Export
Facilitate	Finalize	Finance	Forge	Form	Formalize
Formulate	Found	Generate	Govern	Graduate	Guide
Halt	Head	Hire	Honor	Hypothesize	Identify
Illustrate	Imagine	Implement	Import	Improve	Improvise
Increase	Influence	Inform	Initiate	Innovate	Inspect
Inspire	Install	Institute	Instruct	Integrate	Intensify
Interpret	Interview	Introduce	Invent	Inventory	Investigate
Judge	Justify	Launch	Lead	Lecture	Leverage
License	Listen	Locate	Maintain	Manage	Manipulate
Manufacture	Map	Market	Mastermind	Measure	Mediate
Mentor	Model	Modify	Monitor	Motivate	Navigate
Negotiate	Nominate	Normalize	Observe	Obtain	Offer
Officiate	Operate	Orchestrate	Organize	Orient	Originate
Outsource	Overcome	Oversee	Participate	Perceive	Perfect
Perform	Persuade	Pilot	Pinpoint	Pioneer	Plan
Position	Predict	Prepare	Prescribe	Present	Preside
Process	Procure	Program	Progress	Project	Project manage
Promote	Propel	Propose	Prospect	Provide	Publicize
Purchase	Qualify	Question	Rate	Realign	Rebuild
Recapture	Receive	Recognize	Recommend	Reconcile	Record
Recruit	Redesign	Reduce	Reengineer	Regain	Regulate
Rehabilitate	Reinforce	Rejuvenate	Render	Renegotiate	Reorganize
Report	Reposition	Represent	Research	Resolve	Respond
Restore	Restructure	Retrieve	Review	Revise	Revitalize
Satisfy	Schedule	Secure	Select	Separate	Serve
Simplify	Sold	Solidify	Solve	Specify	Speak
Standardize	Stimulate	Streamline	Structure	Succeed	Suggest
Summarize	Supervise	Supply	Support	Surpass	Synthesize
Systematize	Tabulate	Target	Teach	Terminate	Test
Thwart	Train	Transcribe	Transfer	Transform	Transition
Translate	Troubleshoot	Unify	Unite	Update	Upgrade
Use	Utilize	Verbalize	Verify	Win	Write