## Resume Action Verbs: Thesaurus

### A
- **Accelerate**
- Hasten
- Quicken
- Shake up

- **Accomplish**
- Complete
- Finish

- **Achieved**
- Executed
- Overcame
- Reached
- Realized

- **Acted**
- Operated
- Performed

- **Administered**
- Executed
- Governed
- Supervised

- **Advanced**
- Encouraged
- Fostered
- Promoted

- **Advised**
- Conferred
- Consulted

- **Aided**
- Assisted
- Helped

- **Allocated**
- Allowed
- Apportioned
- Assigned

- **Answered**
- Rejoined
- Replied
- Responded
- Returned

- **Applied**
- Pertained
- Pressed
- Related
- Urged

### B
- **Appraised**
- Assessed
- Estimated
- Evaluated
- Surveyed
- Valued

- **Approved**
- Accepted
- Favored

- **Arranged**
- Disposed
- Ordered
- Organized
- Systematized

- **Assessed**
- Appraised
- Evaluated

- **Assigned**
- Allocated
- Allotted
- Allowed
- Gave

- **Attained**
- Accomplished
- Achieved
- Gained
- Reached
- Won

- **Audited**
- Analyzed
- Examined
- Inspected
- Reviewed
- Scanned

- **Augmented**
- Compounded
- Enlarged
- Expanded
- Heightened
- Increased

- **Authorized**
- Approved
- Enabled
- Endorsed
- Promoted

- **Awarded**
- Allotted
- Assigned
- Endowed

### C
- **Calculated**
- Compared
- Estimated
- Figured

- **Captivated**
- Allured
- Attracted
- Charmed
- Enchanted

- **Catalogued**
- Enrolled
- Inscribed
- Listed

- **Checked**
- Corrected

- **Collected**
- Assembled
- Gathered

- **Controlled**
- Composed
- Contained
- Regulated
- Restrainted

- **Convinced**
- Assured
- Persuaded
- Prompted
- Satisfied
Resume Action Verbs: Thesaurus

**Designed**
- Arranged
- Constructed
- Created
- Planned

**Determined**
- Decided
- Destined
- Performed

**Developed**
- Amplified
- Elaborated
- Enlarged
- Expanded

**Devised**
- Concocted
- Created
- Invented
- Planned

**Directed**
- Conducted
- Controlled
- Guided
- Managed

**Discovered**
- Revealed
- Unmasked

**Displayed**
- Exhibited
- Revealed
- Showed

**Distributed**
- Circulated
- Disbursed
- Dispensed
- Divided

**Documented**
- Recorded

**Drafted**
- Formulated
- Outlined
- Prepared
- Sketched

**E**
- Educated
- Disciplined
- Instructed
- Taught

**Estimated**
- Appraised
- Approximated
- Calculated
- Rated

**Evaluated**
- Appraised
- Assessed
- Classified
- Rated

**Executed**
- Achieved
- Administered
- Implemented
- Performed

**Encouraged**
- Fostered
- Inspired
- Nourished

**Employed**
- Engaged
- Exercised
- Utilized

**Enforced**
- Effected
- Maneuvered
- Engineered

**Enhanced**
- Deepened
- Heightened
- Intensified
- Magnified

**Eliminated**
- Dismissed
- Excluded

**Employed**
- Engaged
- Exercised
- Utilized

**Ensured**
- Assured
- Diverted
- Entertained
- Insured

**Established**
- Constituted
- Created
- Enacted
- Instituted

**Evaluating**
- Devised
- Drafted
- Expelled
- Prepared

**Fostered**
- Cultivated
- Encouraged
- Promoted

**Found**
- Established
- Executed
- Implemented

**Gained**
- Accomplished
- Achieved
- Acquired
- Secured

**Gathered**
- Assembled
- Collected
- Derived

**Generated**
- Created
- Collected
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## Resume Action Verbs: Thesaurus

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**List adapted from University of North Carolina Wilmington - Education Employment Guide**

Note: When describing your experiences on the resume, use present-tense action verbs for current positions and use past-tense verbs for previous experiences.