

# Resume verbs for job duties

- adapted
- addressed
- administered
- advised
- analyzed
- arranged
- assembled
- assessed
- assisted
- attained
- audited
- budgeted
- calculated
- classified
- coached
- collected
- communicated
- compiled
- composed
- computed
- conducted
- consolidated
- constructed
- consulted
- coordinated
- counseled
- created
- defined
- delivered
- designed
- detected
- determined
- devised
- diagnosed
- directed
- discovered
- displayed
- edited
- eliminated
- enforced
- established
- estimated
- evaluated
- examined
- expanded
- experimented
- financed
- formulated
- gathered
- generated
- guided
- handled
- hypothesized
- identified
- illustrated
- implemented
- improved
- increased
- influenced
- initiated
- inspected
- installed
- instituted
- instructed
- interpreted
- interviewed
- invented
- investigated
- lectured
- managed
- marketed
- mediated
- modeled
- monitored
- motivated
- negotiated
- obtained
- operated
- ordered
- organized
- oversaw
- performed
- persuaded
- photographed
- planned
- prepared
- presented
- printed
- processed
- produced
- projected
- promoted
- proofread
- provided
- publicized
- purchased
- received
- recommended
- reconciled
- recorded
- recruited
- reduced
- referred
- refined
- rehabilitated
- repaired
- reported
- represented
- researched
- resolved
- responded
- restored
- retrieved
- reviewed
- scheduled
- selected
- served
- sketched
- solved
- sorted
- studied
- summarized
- supervised
- supplied
- surveyed
- tested
- trained
- transcribed
- translated
- traveled
- treated
- tutored
- upgraded
- utilized
- wrote