

Action Verbs to “SPICE” up your Resume

A	accelerated	coached	directed	foresaw		involved
	accomplished	collaborated	discovered	formed	J	joined
	accounted for	collected	discussed	formulated		judged
	achieved	combined	dispatched	fortified	K	kept
	acquired	communicated	dispensed	forwarded	L	labored
	acted	compared	displayed	fostered		launched
	adapted	competed	distributed	founded		learned
	adjusted	compiled	drafted	furnished		lectured
	addressed	completed	dramatized	G gained		led
	administered	computed	draw	gathered		legislated
	advertised	conceived	E earned	garnered		leveraged
	advised	conceptualized	edited	generated		licensed
	advocated	concluded	educated	governed		limited
	affected	condensed	elected	graded		listed
	aided	conducted	elevated	greeted		listened
	allocated	conferred	elicited	grossed		lobbied
	analyzed	conserved	eliminated	guided	H	located
	answered	considered	emphasized	H handled		logged
	anticipated	consolidated	employed	harmonized	M	made
	applied	constructed	enabled	headed		maintained
	appointed	consulted	encouraged	helped		managed
	appraised	contacted	enforced	highlighted		mapped
	approved	continued	engineered	hired		marketed
	arbitrated	contracted	enhanced	hosted		mastered
	arranged	contracted	enjoyed	housed		maximized
	articulated	contributed	enlarged	hunted		measured
	assembled	controlled	enlisted	I identified		mediated
	assessed	converted	ensured	illustrated		merged
	assigned	conveyed	entered	illuminated		met
	assisted	convinced	entertained	imagined		modeled
	assumed	coordinated	established	implemented		moderated
	assured	corresponded	estimated	improved		modified
	attained	corrected	evaluated	improvised		monitored
	attended	counseled	examined	included		motivated
	audited	counted	exceeded	incorporated		moved
	authorized	created	excelled	increased	N	negotiated
	authorized	critiqued	executed	indexed		netted
	awarded	customized	exhibited	indicated		nursed
B	balanced	cut	expanded	individualized	O	observed
	boosted	D debated	expedited	influenced		obtained
	bought	debugged	experimented	informed		opened
	briefed	decided	explained	initiated		operated
	brought	decorated	explored	innovated		ordered
	budgeted	defined	expressed	inspected		organized
	built	delegated	extracted	installed		originated
C	calculated	delivered	F fabricated	instilled		outlined
	cataloged	demonstrated	facilitated	instructed		overhauled
	caused	designed	familiarized	interacted		oversaw
	chaired	described	fashioned	integrated	P	paid
	changed	detected	figured	interpreted		participated
	checked	determined	filed	interviewed		perceived
	chose	developed	financed	introduced		performed
	clarified	devised	fixed	invented		persuaded
	classified	diagnosed	focused	inventoried		photographed
	closed	diminished	forecasted	investigated		pinpointed

placed
 planned
 played
 predicted
 prepared
 presented
 presided
 prevented
 prioritized
 printed
 processed
 produced
 profited
 programmed
 projected
 promoted
 proofread
 proposed
 protected
 proved
 provided
 publicized
 published
 purchased
 Q qualified
 quantified
 queried
 questioned
 quickened
 R ran
 rated
 read
 realized
 received
 recognized
 recommended

recorded
 recruited
 rectified
 reduced
 referred
 registered
 regulated
 rehabilitated
 reinforced
 remembered
 remodeled
 reorganized
 repaired
 replaced
 reported
 represented
 reproduced
 reported
 researched
 reshaped
 resolved
 responded
 restored
 retrieved
 returned
 revamped
 revealed
 reviewed
 revised
 revitalized
 rewrote
 risked
 routed
 S saved
 scheduled
 screened

secured
 selected
 served
 set up
 shaped
 shared
 shipped
 showed
 sifted
 simplified
 simulated
 sketching
 socialized
 sold
 solicited
 solved
 sought
 spearheaded
 specialized
 specified
 spoke
 standardized
 started
 stated
 stopped
 streamlined
 strengthened
 stimulated
 stripped
 structured
 studied
 submitted
 succeeded
 suggested
 summarized
 sung

supplied
 supported
 surpassed
 surveyed
 symbolized
 sympathized
 synthesized
 systemized
 T tabulated
 targeted
 taught
 terminated
 tested
 tolerated
 toured
 tracked
 trained
 transformed
 translated
 transmitted
 traveled
 treated
 tuned
 tutored
 U uncovered
 understood
 updated
 upgraded
 used
 utilized
 V validated
 verified
 visualized
 volunteered
 W won
 wrote

SKILL STATEMENTS

ability to
 able to
 accomplished in
 active in
 acquainted with
 adept in
 associated with
 basic understanding of
 capable to
 certified in
 competent in
 efficient in/with
 experienced in
 expertise in
 familiar with

involved in
 knowledge of
 knowledgeable in
 participated
 performed in/with
 practiced with
 proficient in
 qualified to/in
 represented
 skilled in
 skillful in
 successful in
 trained in
 worked with