



## ACTION VERBS FOR YOUR RESUME

Communication - People Skills		Creative Skills	Data & Financial Skills	Organizational Skills	Helping Skills
Addressed	Interpreted	Acted	Administered	Approved	Adapted
Advertised	Interviewed	Adapted	Adjusted	Arranged	Advocated
Arbitrated	Involved	Began	Allocated	Catalogued	Aided
Arranged	Moderated	Combined	Analyzed	Categorized	Answered
Articulated	Negotiated	Composed	Appraised	Charted	Arranged
Ascertained	Observed	Conceptualized	Appropriated	Classified	Assessed
Authored	Joined	Condensed	Assessed	Coded	Assisted
Clarified	Judged	Created	Audited	Collected	Clarified
Collaborated	Lectured	Customized	Balanced	Compiled	Coached
Communicated	Listened	Designed	Budgeted	Corrected	Collaborated
Composed	Marketed	Developed	Calculated	Corresponded	Contributed
Condensed	Mediated	Directed	Computed	Distributed	Cooperated
Conferred	Outlined	Displayed	Computerized	Executed	Counseled
Consulted	Participated	Dramatized	Conserved	Filed	Demonstrated
Contacted	Persuaded	Drew	Corrected	Generated	Diagnosed
Conveyed	Presented	Entertained	Determined	Incorporated	Educated
Convinced	Promoted	Established	Developed	Inspected	Effectuated
Corresponded	Proposed	Exhibited	Estimated	Logged	Encouraged
Debated	Publicized	Fashioned	Financed	Maintained	Ensured
Defined	Reconciled	Formulated	Forecasted	Monitored	Expedited
Developed	Recruited	Founded	Managed	Obtained	Facilitated
Directed	Referred	Illustrated	Marketed	Operated	Familiarized
Discussed	Reinforced	Improvised	Measured	Ordered	Furthered
Drafted	Reported	Initiated	Netted	Organized	Guided
Edited	Resolved	Instituted	Planned	Prepared	Helped
Elicited	Responded	Integrated	Prepared	Processed	Insured
Enlisted	Solicited	Introduced	Programmed	Provided	Intervened
Explained	Specified	Invented	Projected	Purchased	Motivated
Expressed	Spoke	Manipulated	Qualified	Recorded	Prevented
Formulated	Stipulated	Modeled	Reconciled	Registered	Provided
Furnished	Suggested	Modified	Reduced	Reserved	Referred
Incorporated	Summarized	Originated	Researched	Responded	Rehabilitated
Influenced	Synthesized	Performed	Retrieved	Reviewed	Represented
Interacted	Translated	Photographed	Tabulated	Routed	Resolved
	Wrote	Planned		Scheduled	Served
		Revised		Screened	Simplified
		Revitalized		Submitted	Sponsored
		Shaped		Supplied	Supplied
		Solved		Standardized	Supported
				Systematized	Volunteered
				Updated	
				Validated	
				Verified	

<b>Management &amp; Leadership Skills</b>		<b>Research Skills</b>	<b>Teaching Skills</b>	<b>Technical Skills</b>
Activated	Incorporated	Accumulated	Adapted	Adapted
Administered	Increased	Analyzed	Advised	Applied
Analyzed	Initiated	Clarified	Clarified	Assembled
Appointed	Inspected	Collected	Coached	Automated
Appropriate	Instituted	Compared	Communicated	Built
Approved	Led	Compiled	Conducted	Calculated
Assigned	Managed	Conducted	Coordinated	Computed
Attained	Mentored	Critiqued	Critiqued	Conserved
Authorized	Merged	Detected	Developed	Constructed
Chaired	Motivated	Determined	Enabled	Converted
Considered	Navigated	Diagnosed	Encouraged	Copied
Consolidated	Organized	Dispatched	Evaluated	Debugged
Contracted	Originated	Dissected	Explained	Designed
Controlled	Overhauled	Evaluated	Facilitated	Determined
Converted	Oversaw	Examined	Focused	Developed
Coordinated	Planned	Experimented	Guided	Dissected
Decided	Presided	Explored	Individualized	Engineered
Delegated	Prioritized	Extracted	Informed	Fabricated
Developed	Produced	Formulated	Instilled	Fortified
Directed	Recommended	Gathered	Instructed	Installed
Dispatched	Reorganized	Hypothesized	Motivated	Maintained
Dispensed	Replaced	Inspected	Persuaded	Operated
Eliminated	Repositioned	Interviewed	Simulated	Overhauled
Emphasized	Restored	Invented	Stimulated	Printed
Employed	Retained	Investigated	Taught	Programmed
Enacted	Reviewed	Located	Tested	Rectified
Enforced	Scheduled	Measured	Trained	Regulated
Enhanced	Secured	Organized	Transmitted	Remodeled
Established	Selected	Researched	Tutored	Repaired
Exceeded	Streamlined	Retrieved		Replaced
Executed	Strengthened	Reviewed		Restored
Generated	Supervised	Searched		Solved
Handled	Terminated	Solved		Specialized
Headed		Summarized		Standardized
Hired		Surveyed		Studied
Hosted		Systematized		Troubleshooter
Improved		Tested		Upgraded
		Unraveled		Utilized

(More action verbs on the next page)

## More Action Verbs

Accelerated	Delivered	Launched	Reported
Accomplished	Demonstrated	Lectured	Represented
Achieved	Designed	Leveraged	Researched
Achieved	Detected	Logged	Reshaped
Acquired	Determined	Maintained	Restored
Adapted	Developed	Managed	Reviewed
Addressed	Devised	Marketed	Revised
Administered	Diagnosed	Masterminded	Rewarded
Advised	Directed	Moderated	Routed
Analyzed	Discovered	Monitored	Saved
Anticipated	Disproved	Motivated	Scheduled
Approved	Distributed	Navigated	Selected
Arbitrated	Diverted	Negotiated	Separated
Arranged	Doubled	Networked	Served
Assembled	Drafted	Observed	Serviced
Assisted	Drew up	Obtained	Set up
Audited	Edited	Operated	Simplified
Awarded	Eliminated	Orchestrated	Sold
Bought	Enforced	Ordered	Solved
Budgeted	Enlarged	Organized	Sorted
Built	Established	Oversaw	Stabilized
Calculated	Evaluated	Performed	Staffed
Catalogued	Examined	Pioneered	Started
Centralized	Expanded	Planned	Strategize
Changed	Explained	Prepared	Streamlined
Charted	Forecasted	Prescribed	Strengthened
Classified	Formed	Presented	Structured
Collaborated	Formulated	Prevented	Studied
Collected	Founded	Processed	Succeeded
Completed	Generated	Produced	Summarized
Composed	Governed	Programmed	Supervised
Compounded	Grouped	Promoted	Supplied
Conceived	Guided	Protected	Surpassed
Condensed	Hired	Provided	Surveyed
Conducted	Identified	Publicized	Systematized
Conserved	Implemented	Published	Taught
Consolidated	Improved	Purchased	Tested
Constructed	Increased	Realized	Trained
Consulted	Indexed	Received	Transacted
Contracted	Informed	Recommended	Translated
Controlled	Installed	Recorded	Trimmed
Converted	Instituted	Recruited	Tripled
Coordinated	Instructed	Rectified	Turned around
Corresponded	Insured	Redesigned	Uncovered
Counseled	Interpreted	Reduced (loses)	Unified
Created	Interviewed	Reduced costs	Unraveled
Criticized	Introduced	Referred	Used
Cultivated	Invented	Regulated	Widened
Decreased	Investigated	Rendered	Won
		Reorganized	Wrote