

Resume Action Verbs

Management/Leadership Skills

administered	emphasized	motivated
analyzed	enforced	organized
appointed	enhanced	originated
approved	established	overhauled
assigned	executed	oversaw
attained	generated	planned
authorized	handled	presided
chaired	headed	prioritized
considered	hired	produced
consolidated	hosted	recommended
contracted	improved	reorganized
controlled	incorporated	replaced
converted	increased	restored
coordinated	initiated	reviewed
decided	inspected	scheduled
delegated	instituted	streamlined
developed	led	strengthened
directed	managed	supervised
eliminated	merged	terminated

Financial/Data Skills

administered	computed	measured
adjusted	conserved	planned
allocated	corrected	programmed
analyzed	determined	projected
appraised	developed	reconciled
assessed	Estimated	reduced
audited	forecasted	researched
balanced	managed	retrieved
calculated	marketed	

Creative Skills

acted	customized	established
adapted	designed	fashioned
began	developed	formulated
combined	directed	founded
conceptualized	displayed	illustrated
condensed	drew	initiated
created	entertained	instituted

integrated
introduced
invented
modeled

modified
originated
performed
photographed

planned
revised
revitalized
shaped
solved

Service Skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed

cooperated
counselled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided

helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organizational/Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compelled
corresponded
distributed
executed
filed
generated
implemented

incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered

reserved
responded
reviewed
rounded
scheduled
screened
set up
submitted
supplied
standardised
systematized
updated
validated
verified

Communication/People Skills

addressed	drafted	outlined
advertised	edited	participated
arbitrated	elicited	persuaded
arranged	enlisted	presented
articulated	explained	promoted
authored	expressed	proposed
clarified	formulated	publicised
collaborated	furnished	reconciled
communicated	incorporated	recruited
composed	influenced	referred
condensed	interacted	reinforced
conferred	interpreted	reported
consulted	interviewed	resolved
contacted	involved	responded
conveyed	joined	solicited
convinced	judged	specified
corresponded	lectured	spoke
debated	listened	suggested
defined	marketed	summarized
described	mediated	synthesized
developed	moderated	translated
directed	negotiated	wrote
discussed	observed	

Research Skills

analyzed	experimented	located
clarified	explored	measured
collected	extracted	organized
compared	formulated	researched
conducted	gathered	searched
critiqued	identified	solved
detected	inspected	summarized
determined	interpreted	surveyed
diagnosed	interviewed	systematized
evaluated	invented	tested
examined	investigated	

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined

developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified

regulated
remodelled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught

tested
trained
transmitted
tutored