



Action Verbs for Resumes

Communication Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed

Outlined
Persuaded
Presented
Promoted

Data/Financial Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Helping Skills

Adapted
Advocated
Answered
Arranged
Assessed
Clarified
Coached
Collaborated

Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Mgmt/ Leadership Skills

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed



Mgmt/Leadership Skills

contd.

Eliminated
 Emphasized
 Enforced
 Enhanced
 Established
 Executed
 Generated
 Handled
 Headed
 Hired
 Hosted
 Improved
 Incorporated
 Increased
 Initiated
 Inspected
 Instituted
 Led
 Managed
 Merged
 Motivated
 Navigated
 Organized
 Originated
 Overhauled
 Oversaw
 Planned
 Presided
 Prioritized
 Produced
 Recommended
 Reorganized
 Replaced
 Restored
 Reviewed
 Scheduled
 Secured
 Selected
 Streamlined
 Strengthened
 Supervised
 Terminated

Organizational Skills

Approved
 Arranged
 Catalogued
 Categorized
 Charted
 Classified

Coded
 Collected
 Compiled
 Corrected
 Corresponded
 Distributed
 Executed
 Filed
 Generated
 Incorporated
 Inspected
 Logged
 Maintained
 Monitored
 Obtained
 Operated
 Ordered
 Organized
 Prepared
 Processed
 Provided
 Purchased
 Recorded
 Registered
 Reserved
 Responded
 Reviewed
 Routed
 Scheduled
 Screened
 Submitted
 Supplied
 Standardized
 Systematized
 Updated
 Validated
 Verified

Research Skills

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Detected
 Determined
 Diagnosed
 Evaluated
 Examined
 Experimented
 Explored
 Extracted

Formulated
 Gathered
 Inspected
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized
 Researched
 Reviewed
 Searched
 Solved
 Summarized
 Surveyed
 Systematized
 Tested

Teaching Skills

Adapted
 Advised
 Clarified
 Coached
 Communicated
 Conducted
 Coordinated
 Critiqued
 Developed
 Enabled
 Encouraged
 Evaluated
 Explained
 Facilitated
 Focused
 Guided
 Individualized
 Informed
 Instilled
 Instructed
 Motivated
 Persuaded
 Simulated
 Stimulated
 Taught
 Tested
 Trained
 Transmitted
 Tutored