



## **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