



Resume Action Verbs

Communication/People Skills:

Addressed	Composed	Develop	Furnished	Lectured	Participated	Reported
Advertised	Concluded	Directed	Helped	Listened	Persuaded	Resolved
Arbitrated	Condensed	Discussed	Identified	Manipulated	Presented	Responded
Argued	Conferred	Dispatched	Incorporated	Marketed	Promoted	Sold
Arranged	Consulted	Distinguished	Influenced	Medicated	Proposed	Solicited
Articulated	Contracted	Drafted	Interacted	Moderated	Publicized	Specified
Authored	Conveyed	Edited	Interpreted	Motivated	Read	Spoke
Briefed	Convinced	Elicited	Interviewed	Merged	Reasoned	Suggested
Clarified	Corresponded	Enlisted	Involved	Negotiated	Reconciled	Summarized
Closed	Created	Explained	Joined	Observed	Recruited	Synthesized
Collaborated	Debated	Expressed	Judged	Obtained	Referred	Translated
Communicated	Defined	Formulated	Led	Outline	Rejoined	Wrote

Creative Skills:

Abstracted	Customized	Established	Imported	Memorized	Photographed	Set
Acted	Designed	Explored	Initiated	Modeled	Planned	Solidified
Adapted	Developed	Fashioned	Innovated	Modernized	Published	Solved
Began	Devised	Formulated	Instituted	Modified	Remodeled	Summarized
Combined	Directed	Founded	Integrated	Originated	Revised	Synthesized
Composed	Discriminated	Generated	Introduced	Painted	Revitalized	Translated
Conceptualized	Displayed	Illustrated	Invented	Perceived	Shaped	Visualized
Condensed	Drew	Imagined	Launched	Performed	Shared	Wrote
Created	Entertained					

Management/Leadership Skills:

Accentuated	Contracted	Enforced	Headed	Motivated	Recommended	Streamlined
Administered	Controlled	Enhanced	Hosted	Navigated	Recovered	Strengthened
Advanced	Converted	Envisioned	Implemented	Organized	Recruited	Supervised
Analyzed	Coordinated	Established	Improved	Overhauled	Reorganized	Terminated
Appointed	Decided	Evaluated	Incorporated	Oversaw	Restored	Trained
Approved	Delegated	Executed	Increased	Performed	Restructured	Transformed
Assigned	Developed	Expanded	Initiated	Planned	Reviewed	Tripled
Caused	Directed	Fine Tuned	Inspected	Presided	Salvaged	Troubleshoot
Changed	Doubled	Founded	Led	Prioritized	Saved	Vended
Considered	Eliminated	Generated	Managed	Produced	Scheduled	
Consolidated	Emphasized	Handled	Merged	Quadrupled	Secured	

Data/Financial Skills:

Accounted For	Budgeted	Detailed	Financed	Marketed	Projected	Solved
Adjusted	Calculated	Determined	Forecasted	Maximized	Purchased	Tested
Allocated	Checked	Dispensed	Grossed	Measured	Qualified	Totaled
Appraised	Compounded	Dispersed	Increased	Multiplied	Quantified	Trimmed
Approximated	Computed	Estimated	Speed	Netted	Reconciled	Upgraded
Assessed	Conserved	Earned	Inventoried	Prepared	Reduced	Underwrote
Audited	Corrected	Extracted	Maintained	Programmed	Researched	Yielded
Balanced	Decreased	Figured	Managed	Profited	Retrieved	



Helping Skills:

Accommodated	Assured	Consoled	Elevated	Furthered	Listened	Rendered
Adjusted	Attended	Contributed	Encouraged	Guided	Mentored	Represented
Advised	Augmented	Cooperated	Endorsed	Helped	Mobilized	Resolved
Advocated	Backed	Counseled	Ensured	Integrated	Motivated	Safeguarded
Aided	Cared	Diagnosed	Expedited	Insured	Perceived	Serviced
Alleviated	Clarified	Directed	Facilitated	Interceded	Prevented	Supported
Answered	Coached	Eased	Familiarized	Intervened	Protected	Volunteered
Assisted	Collaborated	Educated	Fostered	Led	Rehabilitated	

Organization/Data Skills:

Accomplished	Collected	Executed	Incorporated	Organized	Retained	Systematized
Approved	Completed	Facilitated	Logged	Prepared	Routed	Tabulated
Arranged	Configured	Filed	Maintained	Processed	Scheduled	Updated
Catalogued	Dispatched	Followed	Monitored	Purchased	Screened	Validated
Charted	Enforced	Generated	Operated	Recorded	Standardized	Verified

Research Skills:

Analyzed	Critiqued	Documented	Formulated	Linked	Recorded	Summarized
Archived	Decided	Evaluated	Gathered	Measured	Researched	Surveyed
Branded	Detected	Examined	Hypothesized	Observed	Reviewed	Synthesized
Clarified	Determined	Explored	Inspected	Perceived	Scanned	Tested
Conducted	Diagnosed	Extrapolated	Invented	Published	Studied	Unearthed
Compared	Differentiated	Filed	Investigated	Recognized	Solved	Wrote

Teaching Skills:

Adapted	Clarified	Demonstrated	Evaluated	Influenced	Motivated	Taught
Adopted	Coached	Developed	Facilitated	Initiated	Persuaded	Trained
Benchmarked	Conducted	Empowered	Focused	Instilled	Schooled	Tutored
Briefed	Coordinated	Encouraged	Guided	Instructed	Shaped	Validated
Challenged	Counseled	Enlightened	Individualized	Modeled	Stimulated	Valued

Technical Skills:

Accelerated	Challenged	Deferred	Expanded	Maintained	Processed	Solved
Acclimated	Channeled	Demonstrated	Expedited	Mastered	Programmed	Specialized
Activated	Charted	Designed	Fabricated	Modified	Rebuilt	Standardized
Adhered	Circulated	Detected	Formed	Molded	Reconstructed	Streamlined
Adjusted	Computed	Determined	Fortified	Networked	Rectified	Studied
Assembled	Conceived	Devised	Generated	Operated	Regulated	Surveyed
Automated	Conserved	Diagrammed	Improved	Overhauled	Remodeled	Systematized
Balanced	Constructed	Diversified	Increased	Packaged	Repaired	Upgraded
Built	Converted	Drafted	Installed	Pioneered	Replaced	Utilized
Calculated	Coordinated	Engineered	Interfaced	Prepared	Restored	Wrote
Centralized	Debugged	Excelled	Launched	Printed	Revamped	