

Action Verbs for Resumes

Communication/People Skills

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

Creative Skills

acted	condensed	directed	fashioned	instituted	modified	revised
adapted	created	displayed	formulated	integrated	originated	revitalized
began	customized	drew	founded	introduced	performed	shaped
combined	designed	entertained	illustrated	invented	photographed	solved
conceptualized	developed	established	initiated	modeled	planned	

Financial/Data Skills

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

Helping Skills

adapted	assessed	collaborated	diagnosed	familiarize	motivated	resolved
advocated	assisted	contributed	educated	furthered	provided	simplified
aided	cared for	cooperated	encouraged	guided	referred	supplied
answered	clarified	counseled	ensured	helped	rehabilitated	supported
arranged	coached	demonstrated	facilitated	insured	presented	volunteered

Management/Leadership Skills

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

Organization/Detail Skills

approved	coded	filed	maintained	prepared	reserved	submitted
arranged	collected	generated	monitored	processed	responded	standardized
cataloged	compiled	implemented	obtained	provided	reviewed	systematized
categorized	corresponded	incorporated	operated	purchased	scheduled	updated
charted	distributed	inspected	ordered	recorded	screened	validated
classified	executed	logged	organized	registered	set up	verified

Research Skills

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

Teaching Skills

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

Technical Skills

adapted	conserved	determined	installed	programmed	replaced	studied
assembled	constructed	developed	maintained	rectified	restored	upgraded
built	converted	engineered	operated	regulated	solved	utilized
calculated	debugged	fabricated	overhauled	remodeled	specialized	
computed	designed	fortified	printed	repaired	standardized	

