**Resume Action Verbs**

Below is a comprehensive list of action verbs designed to help you describe your educational and employment experiences. Spend a few minutes to identify those words that best match your background. Matching your skills to what the employer is looking for is the best way to catch their attention.

# **Communication/Interpersonal Skills**

addressed advertised arbitrated arranged articulated authored clarified collaborated communicated composed condensed conferred consulted contracted

conveyed convinced corresponded created debated defined developed directed discussed dispatched distinguished drafted

edited

elicited

enlisted explained expressed formulated furnished helped identified incorporated influenced interacted interpreted interviewed involved joined

judged led lectured listened

manipulated marketed mediated moderated motivated merged negotiated observed obtained outlined

participated persuaded presented promoted proposed publicized read reasoned reconciled recruited referred reinforced reported resolved

responded sold solicited specified spoke suggested summarized synthesized translated traveled wrote

# **Creative Skills**

abstracted acted adapted began combined composed

conceptualized condensed created

customized designed developed devised directed discriminated displayed drew entertained

established explored fashioned formulated founded generated illustrated imagined imported

initiated innovated instituted integrated introduced invented launched memorized modeled

modified originated painted perceived performed photographed planned published revised

revitalized shaped shared set solidified solved

synthesized visualized wrote

# **Management/Leadership Skills**

accentuated administered advanced analyzed appointed approved assigned attained chaired

considered consolidated contained

contracted controlled

# **Manual Skills**

assembled bound bent

built

converted coordinated cut

decided delegated developed directed doubled eliminated emphasized enforced enhanced established

controlled drilled drove

fed

evaluated executed expanded fine-tuned generated handled headed hired hosted

implemented improved incorporated increased

handled lifted moved operated

initiated inspected instituted led managed merged moderated motivated navigated organized originated overhauled oversaw

performed set-up pulled punched

performed planned presided prioritized produced quadrupled recommended recovered recruited reorganized replaced restored restructured

retooled shipped skilled tended

reviewed salvaged saved scheduled secured selected streamlined strengthened supervised terminated tripled troubleshot

worked



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# **Data/Financial Skills**

administered adjusted allocated analyzed appraised assessed audited

# **Helping Skills**

adapted adjusted advised advocated aided answered arranged assessed assisted

balanced budgeted calculated computed conserved corrected decreased

attended cared clarified coached collaborated contributed cooperated counseled demonstrated

detailed determined developed estimated extracted forecasted increased speed

developed sensitivity diagnosed

directed educated encouraged ensured expedited facilitated familiarized

maintained accuracy managed

marketed measured netted planned prepared

furthered guided helped integrated insured intervened led listened mentored

programmed projected qualified reconciled reduced researched retrieved

motivated perceived prevented provided referred rehabilitated related

rendered represented resolved

solved trimmed yielded

safeguarded serviced simplified spoke supplied supported

used teamwork volunteered

# **Organizational/Detailed Skills**

accomplished achieved approved arranged catalogued charted classified coded collated collected

compared compiled completed configured corrected corresponded dispatched distributed diversified enforced

executed facilitated filed

followed through generated implemented incorporated inspected judged

logged

maintained met deadlines monitored obtained operated ordered organized prepared processed provided

purchased recorded registered reserved responded retained retrieved recorded reviewed routed

scheduled screened standardized submitted supplied systematized tabulated updated validated verified

# **Research Skills**

analyzed branded catalogued clarified collected compiled compared conducted critiqued

decided detected determined diagnosed differentiated documented evaluated examined experimented

explored extracted extrapolated field formulated gathered hypothesized indoctrinated inspected interpreted

interviewed invented investigated linked located measured observed organized perceived

published recognized problems researched

reviewed searched scanned studied solved summarized

surveyed synthesized systematized tested

wrote

# **Teaching Skills**

adapted adopted advised benchmarked briefed clarified coached

communicated conducted coordinated counseled critiqued decided developed

empowered enabled encouraged enlightened evaluated explained facilitated

focused guided individualized influenced informed initiated instilled

instructed invented motivated persuaded schooled shaped simulated

stimulated taught tested trained transmitted tutored valued

# **Technical Skills**

adapted applied assembled automated built calculated computed

conserved constructed converted debugged designed determined developed

engineered fabricated fortified installed maintained operated overhauled

printed programmed rebuilt rectified

re-designed re-engineered regulated

remodeled repaired replaced restored solved specialized standardized

studied upgraded utilized