

## ACTION VERBS FOR RÉSUMÉS

### Communication and Interpersonal Skills

Addressed	Consulted	Edited	Involved	Persuaded	Solicited
Advertised	Contacted	Elicited	Joined	Presented	Specified
Arbitrated	Conveyed	Enlisted	Judged	Promoted	Spoke
Arranged	Convinced	Explained	Lectured	Proposed	Suggested
Articulated	Corresponded	Expressed	Listened	Publicized	Summarized
Authored	Debated	Formulated	Marketed	Reconciled	Synthesized
Clarified	Defined	Furnished	Mediated	Recruited	Translated
Collaborated	Described	Incorporated	Moderated	Referred	Wrote
Communicated	Developed	Influenced	Negotiated	Reinforced	
Composed	Directed	Interacted	Observed	Reported	
Condensed	Discussed	Interpreted	Outlined	Resolved	
Conferred	Drafted	Interviewed	Participated	Responded	

### Creative Skills

Acted	Created	Drew	Illustrated	Modeled	Revised
Adapted	Customized	Entertained	Initiated	Modified	Revitalized
Began	Designed	Established	Instituted	Originated	Shaped
Combined	Developed	Fashioned	Integrated	Performed	Solved
Conceptualized	Directed	Formulated	Introduced	Photographed	
Condensed	Displayed	Founded	Invented	Planned	

### Financial and Data Skills

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

### Helping Skills

Adapted	Cared for	Demonstrated	Familiarized	Motivated	Supplied
Advocated	Clarified	Diagnosed	Furthered	Provided	Supported
Aided	Coached	Educated	Guided	Referred	Volunteered
Answered	Collaborated	Encouraged	Helped	Rehabilitated	
Arranged	Contributed	Ensured	Insured	Presented	
Assessed	Cooperated	Expedited	Intervened	Resolved	
Assisted	Counseled	Facilitated	Motivated	Simplified	

## Management and Leadership Skills

Administered	Contracted	Enforced	Incorporated	Originated	Restored
Analyzed	Controlled	Enhanced	Increased	Overhauled	Reviewed
Appointed	Converted	Established	Initiated	Oversaw	Scheduled
Approved	Coordinated	Executed	Inspected	Planned	Streamlined
Assigned	Decided	Generated	Instituted	Presided	Strengthened
Attained	Delegated	Handled	Led	Prioritized	Supervised
Authorized	Developed	Headed	Managed	Produced	Terminated
Chaired	Directed	Hired	Merged	Recommended	
Considered	Eliminated	Hosted	Motivated	Reorganized	
Consolidated	Emphasized	Improved	Organized	Replaced	

## Organizational Skills

Approved	Compiled	Inspected	Prepared	Reviewed	Systematized
Arranged	Corresponded	Logged	Processed	Routed	Updated
Cataloged	Distributed	Maintained	Provided	Scheduled	Validated
Categorized	Executed	Monitored	Purchased	Screened	Verified
Charted	Filed	Obtained	Recorded	Set up	
Classified	Generated	Operated	Registered	Submitted	
Coded	Implemented	Ordered	Reserved	Supplied	
Collected	Incorporated	Organized	Responded	Standardized	

## Research Skills

Analyzed	Critiqued	Examined	Identified	Investigated	Searched
Clarified	Detected	Experimented	Inspected	Located	Solved
Collected	Determined	Explored	Interpreted	Measured	Summarized
Compared	Diagnosed	Extracted	Interviewed	Organized	Systematized
Conducted	Evaluated	Gathered	Invented	Researched	Tested
Formulated	Surveyed				

## Teaching Skills

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

## Technical Skills

Adapted	Constructed	Engineered	Overhauled	Repaired	Studied
Assembled	Converted	Fabricated	Printed	Replaced	Upgraded
Built	Debugged	Fortified	Programmed	Restored	Utilized
Calculated	Designed	Installed	Rectified	Solved	
Computed	Determined	Maintained	Regulated	Specialized	
Conserved	Developed	Operated	Remodeled	Standardized	