

Action Verbs for Resumes

Administrative & Management Skills

Administered	Developed	Initiated	Organized	Reorganized
Advised	Diagnosed	Inspired	Originated	Represented
Analyzed	Directed	Installed	Oversaw	Responded
Approved	Disseminated	Instituted	Performed	Reviewed
Assigned	Enforced	Instructed	Pioneered	Routed
Authorized	Ensured	Integrated	Planned	Scheduled
Chaired	Examined	Launched	Presided	Sponsored
Consolidated	Executed	Lectured	Prioritized	Streamlined
Contracted	Explained	Managed	Processed	Strengthened
Controlled	Governed	Mentored	Produced	Supervised
Coordinated	Guided	Moderated	Promoted	Taught
Counseled	Hired	Monitored	Recommended	Terminated
Delegated	Implemented	Motivated	Redirected	Trained
Determined	Influenced	Negotiated	Referred	Validated

Communication and Creativity Skills

Abstracted	Critiqued	Innovated	Perceived	Reported
Acted	Demonstrated	Integrated	Performed	Revitalized
Addressed	Designed	Interpreted	Persuaded	Scheduled
Arbitrated	Developed	Interviewed	Planned	Screened
Arranged	Developed	Introduced	Presented	Shaped
Assessed	Directed	Invented	Produced	Sold
Authored	Edited	Launched	Projected	Spoke
Briefed	Enabled	Lectured	Proofread	Stimulated
Built	Enlisted	Led	Publicized	Summarized
Clarified	Facilitated	Manipulated	Published	Synthesized
Composed	Fashioned	Mediated	Read	Taught
Conceptualized	Formulated	Merged	Realized	Trained
Conducted	Generated	Modernized	Reasoned	Translated
Constructed	Helped	Motivated	Reconciled	Visualized
Corresponded	Imagined	Negotiated	Recruited	Wrote
Costumed	Influenced	Obtained	Rectified	
Created	Initiated	Painted	Remodeled	
Systematized	Tabulated	Validated		

Financial Skills

Adjusted	Computed	Economized	Maintained	Researched
Administered	Conciliated	Eliminated	Managed	Reshaped
Allocated	Decreased	Exceeded	Marketed	Retailed
Analyzed	Detailed	Financed	Merchandised	Saved
Appraised	Developed	Forecast	Planned	Secured
Audited	Disbursed	Funded	Projected	Sold
Balanced	Dispensed	Gained	Purchased	Solicited
Bought	Distributed	Generated	Reconciled	Sourced
Budgeted	Doubled	Increased	Reduced	Specified
Calculated	Downsized	Invested	Reported	Supplemented

Helping Skills

Adjusted	Collaborated	Fostered	Obligated	Represented
Advanced	Comforted	Furthered	Promoted	Served
Advised	Consoled	Guided	Provided	Serviced
Aided	Consulted	Helped	Reassured	Settled
Arbitrated	Contributed	Instilled	Reclaimed	Spoke
Assisted	Counseled	Led	Rectified	Stabilized
Attended	Demonstrated	Liaised	Redeemed	Streamlined
Augmented	Developed	Listened	Reeducated	Supplied
Backed	Diagnosed	Mentored	Referred	Supported
Balanced	Directed	Ministered	Reformed	Translated
Boosted	Encouraged	Negotiated	Rehabilitated	Treated
Braced	Expedited	Nourished	Related	Tutored
Cared	Facilitated	Nursed	Rendered	Unified
Clarified	Familiarized	Nurtured	Repaired	

Research Skills

Administered	Composed	Examined	Invented	Researched
Amplified	Concentrated	Exhibited	Investigated	Reviewed
Analyzed	Conducted	Experimented	Located	Riveted
Applied	Constructed	Explored	Measured	Screened
Articulated	Consulted	Extracted	Observed	Studied
Assessed	Critiqued	Extrapolated	Obtained	Summarized
Audited	Decided	Focused	Organized	Surveyed
Augmented	Detected	Forecast	Perceived	Synthesized
Balanced	Determined	Found	Pinpointed	Systematized
Calculated	Diagnosed	Gathered	Planned	Unearthed
Charted	Discovered	Generated	Prepared	Wrote
Clarified	Documented	Identified	Processed	
Collected	Drafted	Integrated	Proofread	
Compared	Edited	Interpreted	Recognized	
Compiled	Evaluated	Interviewed	problems	

Sales Skills

Arbitrated	Improved	Liaised	Produced	Reviewed
Catalogued	Increased	Maintained	Promoted	Routed
Centralized	Influenced	Manipulated	Proposed	Saved
Consulted	Inspired	Marketed	Publicized	Served
Dissuaded	Installed	Mediated	Purchased	Set goals
Documented	Integrated	Moderated	Realized	Sold
Educated	Interpreted	Negotiated	Recruited	Solved
Established	Investigated	Obtained	Reduced	Stimulated
Expedited	Judged	Ordered	Reported	Summarized
Familiarized	Launched	Performed	Researched	Surveyed
Identified	Lectured	Planned	Resolved	Translated
Implemented	Led	Processed	Restored	

Teaching skills

Acquainted	Communicated	Effectuated	Guided	Originated
Adapted	Conducted	Empowered	Harmonized	Persuaded
Adopted	Coordinated	Enabled	Implemented	Presented
Advised	Counseled	Enacted	Influenced	Responded
Answered	Decided	Encouraged	Informed	Revolutionized
Apprised	Delegated	Enlarged	Initiated	Set goals
Augmented	Delivered	Enlightened	Innovated	Stimulated
Briefed	Demonstrated	Expanded	Installed	Summarized
Built	Designed	Explained	Instituted	Trained
Certified	Developed	Facilitated	Instructed	Translated
Charted	Directed	Fomented	Integrated	Valued
Clarified	Dispensed	Formulated	Invented	
Coached	Distributed	Generated	Lectured	
Collaborated	Educated	Grouped	Listened	

Technical Skills

Analyzed	Developed	Formed	Marketed	Reduced
Broadened	Devised	Generated	Mastered	Researched
Charted	Drafted	Improved	Modified	Restored
Classified	Edited	Increased	Molded	Revamped
Communicated	Educated	Inspected	Operated	Streamlined
Compiled	Eliminated	Installed	Packaged	Supplemented
Computed	Excelled	Instituted	Pioneered	Surveyed
Conceived	Expanded	Integrated	Prepared	Systematized
Conducted	Expedited	Interfaced	Processed	Trained
Coordinated	Fabricated	Launched	Programmed	Upgraded
Designed	Facilitated	Lectured	Published	Wrote
Detected	Forecast	Maintained	Reconstructed	