

Action Verbs for Resumes

Administrative & Management Skills

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

Communication and Creativity Skills

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

Detail Skills

Approved	Compiled	Implemented	Processed	Systematized
Arranged	Dispatched	Inspected	Purchased	Tabulated
Classified	Enforced	Judged	Recorded	Validated
Collated	Executed	Met deadlines	Responded	
Collected	Facilitated	Operated	Retained	
Compared	Followed through	Organized	Retrieved	

Research Skills

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

Helping & Care giving

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

Financial Skills

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

Teaching skills

Acquainted	Communicated	Effected	Guided	Originated
Adapted	Conducted	Empowered	Harmonized	Persuaded
Adopted	Coordinated	Enabled	Implemented	Presented
Advised	Counseled	Enacted	Influenced	Responded
Answered	Decided	Encouraged	Informed	Revolutionized
Appraised	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	

Sales and Persuasion

Arbitrated	Improved	Liased	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	

Technical Ability

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	