

## Action Verbs

The following is a list of action verbs that should help you in describing your experiences and activities on your résumé.

### Communication Skills

Addressed	Arbitrated	Arranged
Authored	Collaborated	Convinced
Corresponded	Developed	Directed
Drafted	Edited	Enlisted
Formulated	Influenced	Interpreted
Lectured	Mediated	Moderated
Negotiated	Persuaded	Promoted
Publicized	Reconciled	Recruited
Spoke	Translated	Wrote

### Research Skills

Clarified	Collected	Critiqued
Diagnosed	Evaluated	Examined
Extracted	Identified	Inspected
Interpreted	Interviewed	Investigated
Organized	Reviewed	Summarized
Surveyed	Systematized	

### Technical Skills

Assembled	Built	Calculated
Computed	Designed	Devised
Engineered	Fabricated	Maintained
Operated	Overhauled	Programmed
Remodeled	Repaired	Solved
Upgraded		

### Teaching Skills

Adapted	Advised	Clarified
Coached	Communicated	Coordinated
Demystified	Developed	Enabled
Encouraged	Evaluated	Explained
Facilitated	Guided	Informed
Instructed	Persuaded	Set goals
Stimulated	Trained	

### Financial Skills

Administered	Allocated	Analyzed
Appraised	Audited	Balanced
Budgeted	Calculated	Computed
Developed	Forecasted	Managed
Marketed	Researched	Projected

### **Creative Skills**

Acted  
Designed  
Established  
Illustrated  
Integrated  
Originated  
Revitalized

Conceptualized Created  
Developed  
Fashioned  
Initiated  
Introduced  
Performed  
Shaped

Customized  
Directed  
Founded  
Instituted  
Invented  
Planned

### **Helping Skills**

Assessed  
Coached  
Diagnosed  
Facilitated  
Motivated  
Represented

Assisted  
Counseled  
Educated  
Familiarized  
Referred

Clarified  
Demonstrated  
Expedited  
Guided  
Rehabilitated

### **Detail Skills**

Approved  
Classified  
Dispatched  
Implemented  
Operated  
Processed  
Retrieved  
Systematized

Arranged  
Collected  
Executed  
Inspected  
Organized  
Purchased  
Screened  
Tabulated

Cataloged  
Compiled  
Generated  
Monitored  
Prepared  
Recorded  
Specified  
Validated

### **Management Skills**

Administered  
Attained  
Contracted  
Developed  
Executed  
Organized  
Prioritized  
Reviewed  
Supervised

Analyzed  
Chaired  
Coordinated  
Directed  
Improved  
Oversaw  
Produced  
Scheduled

Assigned  
Consolidated  
Delegated  
Evaluated  
Increased  
Planned  
Recommended  
Strengthened

### **Accomplishment Verbs**

Achieved  
Pioneered  
Restored

Expanded  
Reduced  
Spearheaded

Improved  
Resolved  
Transformed