

ACTION VERBS FOR RESUMES

Management/ Leadership Skills

administered
accelerated
appointed
approved
assigned
attained
authorized
bolstered
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
founded
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
instituted
launched
led
managed
mastered
merged
motivated
organized
originated
overhauled

oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
reviewed
satisfied
scheduled
selected
streamlined
strengthened
supervised
terminated

Communication/ People Skills

addressed
advertised
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed

formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
assessed
clarified
collected
compared
conducted
critiqued

detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
introduced
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

applied
assembled
built
conserved
constructed
converted
debugged
designed
determined
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed

programmed
rectified
regulated
remodeled
repaired
replaced
restored
revamped
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
conducted
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
scaffolded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

ACTION VERBS FOR RESUMES *continued*

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
estimated
forecasted
managed
measured
planned
projected
reconciled
reduced
retrieved

Creative Skills

acted
adapted
combined
composed
conceptualized
condensed

created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
invented
modeled
modified
originated
performed
photographed
planned
published
revised
revitalized
shaped
solved

Helping Skills

adapted
advocated
aided

answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
familiarized
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organization/ Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered

reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

More Verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

WANT ONE-ON-ONE SUPPORT? MAKE AN APPOINTMENT
IN HANDSHAKE WITH YOUR MENTOR OR ADVISOR!

