

Action Verbs

for your résumé

<i>Administrative Skills</i>	Approved Arranged Catalogued Classified Collected	Compiled Dispatched Executed Generated Implemented	Inspected Monitored Operated Organized Prepared	Processed Purchased Recorded Retrieved Screened	Specified Systematized Tabulated Validated
<i>Communication Skills</i>	Addressed Arbitrated Arranged Authored Collaborated Communicated	Convinced Corresponded Developed Directed Drafted Edited	Educated Enlisted Formulated Informed Influenced Interpreted	Mediated Moderated Motivated Negotiated Persuaded Promoted	Publicized Reconciled Recruited Taught Translated Wrote
<i>Creative Skills</i>	Acted Conceptualized Created Coordinated Customized	Designed Developed Directed Established Fashioned	Founded Illustrated Initiated Inspired Instituted	Integrated Introduced Invented Originated Performed	Planned Revitalized Shaped
<i>Demonstrating Accomplishments</i>	Achieved Expanded	Founded Improved	Pioneered Reduced	Resolved Restored	Spearheaded Transformed
<i>Financial Skills</i>	Administered Allocated Analyzed	Appraised Audited Balanced	Budgeted Calculated Computed	Developed Forecasted Marketed	Planned Projected Researched
<i>Helping Skills</i>	Assessed Assisted Clarified	Coached Counseled Demonstrated	Diagnosed Educated Expedited	Facilitated Familiarized Guided	Referred Rehabilitated Represented
<i>Management Skills</i>	Administered Analyzed Assigned Attained Chaired Consolidated	Contracted Coordinated Delegated Developed Directed Evaluated	Executed Improved Increased Managed Monitored Organized	Oversaw Planned Prioritized Produced Recommended Reviewed	Scheduled Strengthened Supervised
<i>Research Skills</i>	Analyzed Assessed Clarified Collected	Critiqued Diagnosed Evaluated Examined	Extracted Identified Inspected Interpreted	Interviewed Investigated Organized Reviewed	Summarized Surveyed Systematized
<i>Teaching Skills</i>	Adapted Advised Clarified Coached	Communicated Coordinated Developed Educated	Enabled Encouraged Evaluated Explained	Facilitated Guided Informed Inspired	Instructed Motivated Persuaded Trained
<i>Technical Skills</i>	Assembled Built Calculated Computed	Designed Developed Devised Engineered	Experimented Fabricated Maintained Operated	Overhauled Programmed Remodeled Repaired	Solved Tested Trained Upgraded