

Action Verbs for Resumes:

Management and Leadership Skills

administered	analyzed	appointed	approved
assigned	attained	authorized	chaired
contacted	consolidated	controlled	converted
coordinated	decided	delegated	developed
directed	emphasized	enforced	enhanced
established	evaluated	executed	generated
headed	hired	hosted	improved
incorporated	increased	initiated	instituted
led	managed	merged	motivated
navigated	organized	overhauled	oversaw
planned	presided	prioritized	produced
reorganized	restored	reviewed	scheduled
secured	selected	streamlined	strengthened
supervised	terminated		

Communication/People Skills

addressed	advertised	arbitrated	arranged
articulated	authored	clarified	collaborated
communicated	composed	conferred	consulted
convinced	corresponded	debated	directed
discussed	drafted	edited	elicited
enlisted	explained	formulated	furnished
influenced	interacted	interpreted	interviewed
involved	joined	judged	lectured
listened	marketed	moderated	negotiated
observed	outlined	participated	persuaded
presented	promoted	proposed	publicized

prevented
resolved
volunteered

referred
simplified

rehabilitated
supplied

represented
supported

Organizational Skills

approved
charted
corrected
generated
monitored
prepared
registered
routed
supplied

arranged
classified
distributed
incorporated
obtained
processed
reserved
scheduled
updated

catalogued
coded
executed
inspected
ordered
provided
responded
screened
verified

categorized
compiled
filed
logged
organized
purchased
reviewed
submitted



Research Skills

analyzed
conducted
evaluated
extracted
inspected
measured
searched
systematized

clarified
critiqued
examined
formulated
invented
organized
solved
tested

collected
detected
experimented
gathered
investigated
researched
summarized

compared
diagnosed
explored
identified
located
reviewed
surveyed

Teaching Skills

adapted
conducted
enabled
facilitated
informed
partnered

advised
coordinated
encouraged
focused
instilled
persuaded

coached
critiqued
evaluated
guided
instructed
praised

communicated
developed
explained
individualized
motivated
stimulated

reconciled	recruited	reinforced	reported
resolved	solicited	specified	suggested
summarized	synthesized	translated	wrote

Creative Skills

acted	adapted	combined	composed
conceptualized	condensed	created	customized
designed	displayed	entertained	fashioned
founded	illustrated	initiated	integrated
invented	modeled	originated	photographed
revised	revitalized	shaped	solved



Financial Skills

administered	adjusted	allocated	analyzed
appraised	assessed	audited	balanced
budgeted	calculated	computed	conserved
corrected	determined	estimated	forecasted
measured	netted	prepared	projected
qualified	reconciled	researched	retrieved

Help Skills

adapted	advocated	aided	answered
arranged	assessed	assisted	clarified
coached	collaborated	contributed	counseled
demonstrated	diagnosed	educated	encouraged
ensured	expedited	facilitated	familiarized
furthered	guided	helped	intervened