

Action Verbs for Resumes

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills
Administered	Addressed	Catalogued	Assembled	Adapted
Analyzed	Arbitrated	Checked	Built	Advised
Consolidated	Arranged	Clarified	Calculated	Anticipated
Co-ordinated	Collaborated	Collected	Computed	Assisted
Delegated	Convinced	Critiqued	Converted	Clarified
Developed	Developed	Diagnosed	Designed	Coached
Directed	Dissected	Evaluated	Devised	Communicated
Enlisted	Drafted	Examined	Diagnosed	Co-ordinated
Evaluated	Dramatized	Extracted	Engineered	Developed
Facilitated	Edited	Grouped	Executed	Enabled
Headed	Empowered	Identified	Fabricated	Encouraged
Implemented	Explained	Inspected	Implemented	Enlightened
Improved	Formulated	Interpreted	Installed	Established
Increased	Interpreted	Interviewed	Integrated	Evaluated
Inspected	Mediated	Investigated	Maintained	Expanded
Organized	Negotiated	Organized	Operated	Explained
Oversaw	Persuaded	Questioned	Overhauled	Facilitated
Pioneered	Prepared	Rectified	Programmed	Guided
Planned	Presented	Retrieved	Remodeled	Informed
Prioritized	Promoted	Sorted	Repaired	Instructed
Recommended	Publicized	Summarized	Solved	Persuaded
Scheduled	Recruited	Surveyed	Upgraded	Set goals
Screened	Simplified	Systematized	Validated	Tailored
Shaped	Simplified	Utilized	Verified	Transformed
Strengthened	Simplified			
Supervised				

Action Verbs for Resumes

Financial Skills	Creative Skills	Helping Skills	Clerical / Detail Skills	More Verbs for Accomplishments
Administered	Acted	Assessed	Approved	Achieved
Allocated	Conceptualized	Assisted	Catalogued	Expanded
Analyzed	Created	Clarified	Classified	Improved
Appraised	Customized	Coached	Collected	Pioneered
Audited	Designed	Consulted	Compiled	Reduced
Balanced	Developed	Counselled	Detailed	(losses)
Budgeted	Directed	Demonstrated	Doubled	Resolved
Calculated	Dramatized	Diagnosed	Generated	(problems)
Computed	Established	Educated	Indexed	Restored
Developed	Founded	Empowered	Inspected	Spearheaded
Forecasted	Illustrated	Encouraged	Mapped	Transformed
Investigated	Imagined	Expedited	Monitored	
Managed	Initiated	Facilitated	Operated	
Marketed	Innovated	Familiarized	Organized	
Measured	Inspired	Guided	Prepared	
Mediated	Instituted	Informed	Processed	
Observed	Introduced	Inspired	Purchased	
Planned	Invented	Justified	Recorded	
Predicted	Molded	Motivated	Screened	
Projected	Originated	Overcame	Specified	
Promoted	Perceived	Prepared	Systematized	
Protected	Performed	Referred	Tabulated	
Reported	Planned	Represented		
Researched	Revitalized	Trained		
	Shaped			
	Sparked			