

ACTION VERBS FOR RÉSUMÉS & PERSONAL STATEMENTS

Management Skills	Communication Skills	Creative Skills	Teaching Skills	Detail Skills
Administered	Addressed	Abstracted	Adapted	Approved
Analyzed	Arbitrated	Acted	Advised	Arranged
Applied	Arranged	Adapted	Answered	Assembled
Approved	Authored	Applied	Assisted	Catalogued
Assigned	Briefed	Authored	Briefed	Centralized
Attained	Collaborated	Choreographed	Clarified	Checked
Chaired	Consulted	Composed	Coached	Classified
Conducted	Contacted	Conceptualized	Communicated	Collected
Consolidated	Convinced	Constructed	Coordinated	Combined
Contracted	Corresponded	Crafted	Delivered	Compiled
Coordinated	Demonstrated	Created	Demonstrated	Compared
Delegated	Developed	Customized	Demystified	Condensed
Determined	Directed	Designed	Developed	Coordinated
Developed	Dissuaded	Developed	Displayed	Dispatched
Directed	Drafted	Devised	Educated	Distributed
Enlisted	Edited	Directed	Enabled	Edited
Evaluated	Enlisted	Drafted	Encouraged	Enforced
Executed	Explained	Drew	Enlightened	Executed
Formalized	Formulated	Entertained	Evaluated	Handled
Founded	Informed	Established	Explained	Followed through
Implemented	Influenced	Fashioned	Facilitated	Generated
Improved	Interpreted	Founded	Focused	Implemented
Increased	Lectured	Generated	Guided	Inspected
Initiated	Listened	Illustrated	Individualized	Maintained
Inspired	Mediated	Imagined	Influenced	Modified
Led	Moderated	Improvised	Informed	Monitored
Managed	Motivated	Initiated	Instilled	Operated
Navigated	Negotiated	Innovated	Instructed	Organized
Operated	Obtained	Instituted	Introduced	Planned
Organized	Persuaded	Integrated	Lectured	Prepared
Oversaw	Presented	Introduced	Managed	Processed
Pioneered	Promoted	Invented	Modeled	Purchased
Planned	Publicized	Originated	Motivated	Recorded
Prioritized	Reasoned	Performed	Persuaded	Reorganized
Produced	Reconciled	Photographed	Presented	Retained
Problem-solved	Recruited	Planned	Resolved	Retrieved
Promoted	Secured	Revamped	Set Goals	Scheduled
Recommended	Sold	Revitalized	Simplified	Screened
Recruited	Solicited	Revolutionized	Stimulated	Specified
Reviewed	Spoke	Shaped	Supported	Systematized
Strengthened	Summarized	Synthesized	Taught	Tabulated
Supervised	Translated	Visualized	Trained	Updated
Trained	Wrote	Wrote	Tutored	Validated

Research Skills	Technical Skills	Data/Financial Skills	Helping Skills	Other Skills
Analyzed	Adapted	Administered	Advised	Accelerated
Assessed	Analyzed	Adjusted	Advocated	Achieved
Clarified	Applied	Allocated	Aided	Boosted
Collected	Assembled	Analyzed	Answered	Centralized
Compared	Built	Appraised	Assessed	Charted
Conceptualized	Calculated	Assessed	Assisted	Confronted
Conducted	Coded	Audited	Attended	Cooperated
Consulted	Collected	Balanced	Clarified	Decided
Controlled	Computed	Budgeted	Coached	Displayed
Converted	Constructed	Calculated	Collaborated	Downsized
Critiqued	Debugged	Compared	Contributed	Eliminated
Decided	Designed	Computed	Counseled	Enhanced
Detected	Developed	Conserved	Demonstrated	Ensured
Determined	Devised	Corrected	Diagnosed	Expanded
Diagnosed	Diagnosed	Counted	Educated	Expedited
Evaluated	Disassembled	Decreased	Elaborated	Furthered
Examined	Drafted	Determined	Empathized	Grew
Experimented	Engineered	Developed	Encouraged	Improved
Explored	Evaluated	Documented	Expedited	Initiated
Extracted	Fabricated	Estimated	Facilitated	Furnished
Extrapolated	Fortified	Financed	Familiarized	Heightened
Formulated	Identified	Forecasted	Fostered	Interacted
Gathered	Inspected	Generated	Guided	Launched
Identified	Installed	Increased	Helped	Lessened
Inspected	Investigated	Insured	Incorporated	Leveraged
Interpreted	Maintained	Inventoried	Instilled	Maximized
Interviewed	Operated	Invested	Intervened	Merged
Invented	Overhauled	Managed	Mentored	Minimized
Investigated	Programmed	Marketed	Modeled	Optimized
Organized	Reengineered	Measured	Motivated	Outlined
Perceived	Regulated	Monitored	Prepared	Outsourced
Reported	Remodeled	Monetized	Prevented	Pioneered
Replicated	Repaired	Netted	Provided	Prioritized
Researched	Reviewed	Planned	Referred	Rectified
Reviewed	Restored	Predicted	Reflected	Reduced losses
Revised	Salvaged	Programmed	Rehabilitated	Replaced
Searched	Simulated	Projected	Represented	Reported
Solved	Solved	Prepared	Resolved	Resolved problems
Summarized	Standardized	Qualified	Simplified	Restored
Surveyed	Structured	Quantified	Served	Spearheaded
Synthesized	Tested	Reconciled	Supported	Specialized
Systematized	Transmitted	Recorded	Supplied	Solved
Tested	Troubleshoot	Reduced	Treated	Streamlined
Tabulated	Uncovered	Researched	Volunteered	Transformed
Wrote	Upgraded	Retrieved	Upheld	Verified