

# LIST OF ACTION VERBS FOR RESUMES AND PROFESSIONAL PROFILES



## COMMUNICATION AND PEOPLE SKILLS

addressed	composed	defined	formulated	lectured	presented	resolved
advertised	condensed	described	furnished	listened	promoted	responded
arbitrated	conferred	developed	incorporated	marketed	proposed	solicited
arranged	consulted	directed	influenced	mediated	publicized	specified
articulated	contacted	discussed	interacted	moderated	reconciled	suggested
authored	conveyed	drafted	interpreted	negotiated	recruited	summarized
clarified	convinced	edited	interviewed	observed	referred	synthesized
collaborated	corresponded	enlisted	involved	participated	reinforced	translated
communicated	debated	explained	judged	persuaded	reported	wrote

## RESEARCH SKILLS

analyzed	critiqued	examined	gathered	invented	researched	systematized
clarified	detected	experimented	identified	investigated	searched	tested
collected	determined	explored	inspected	located	solved	
compared	diagnosed	extracted	interpreted	measured	summarized	
conducted	evaluated	formulated	interviewed	organized	surveyed	

## TECHNICAL SKILLS

adapted	conserved	determined	installed	programmed	replaced	studied
assembled	constructed	developed	maintained	rectified	restored	upgraded
built	converted	engineered	operated	regulated	solved	utilized
calculated	debugged	fabricated	overhauled	remodeled	specialized	
computed	designed	fortified	printed	repaired	standardized	

## TEACHING SKILLS

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

## FINANCIAL AND DATA SKILLS

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

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## MANAGEMENT AND LEADERSHIP SKILLS

administered	considered	developed	generated	initiated	originated	reorganized
analyzed	consolidated	directed	handled	inspected	overhauled	replaced
appointed	contracted	eliminated	headed	instituted	oversaw	restored
approved	controlled	emphasized	hired	led	planned	scheduled
assigned	converted	enforced	hosted	managed	presided	streamlined
attained	coordinated	enhanced	improved	merged	prioritized	strengthened
authorized	decided	established	incorporated	motivated	produced	supervised
chaired	delegated	executed	increased	organized	recommended	terminated

## CREATIVE SKILLS

acted	condensed	directed	fashioned	instituted	modified	revised
adapted	created	displayed	formulated	integrated	originated	revitalized
began	customized	drew	founded	introduced	performed	shaped
combined	developed	entertained	illustrated	invented	photographed	solved
conceptualized	designed	established	initiated	modeled	planned	

## HELPING SKILLS

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

## ORGANIZATION AND DETAIL SKILLS

approved	coded	filed	monitored	processed	responded	submitted
arranged	collected	generated	obtained	provided	reviewed	supplied
cataloged	compiled	implemented	operated	purchased	routed	systematized
categorized	corresponded	incorporated	ordered	recorded	scheduled	updated
charted	distributed	inspected	organized	registered	screened	validated
classified	executed	maintained	prepared	reserved	set up	verified

## MORE VERBS FOR ACCOMPLISHMENTS

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

