

RESUME ACTION VERBS

Words to make your resume pop!



Management/Leadership Skills

Administered	Chaired	Coordinated	Enforced	Improved	Managed	Presided	Scheduled
Analyzed	Considered	Decided	Enhanced	Incorporated	Merged	Prioritized	Secured
Appointed	Consolidated	Delegated	Established	Increased	Motivated	Produced	Selected
Approved	Contracted	Developed	Executed	Initiated	Originated	Recommended	Streamlined
Assigned	Controlled	Directed	Generated	Inspected	Overhauled	Reorganized	Strengthened
Attained	Converted	Eliminated	Handled	Instituted	Oversaw	Restored	Supervised
Authorized	Contracted	Emphasized	Hired	Led	Planned	Reviewed	



Communication/People Skills

Addressed	Communicated	Convinced	Discussed	Formulated	Joined	Negotiated	Proposed
Advertised	Composed	Corresponded	Drafted	Incorporated	Judged	Observed	Recruited
Arbitrated	Condensed	Debated	Edited	Influenced	Lectured	Outlined	Referred
Arranged	Conferred	Defined	Elicited	Interacted	Listened	Participated	Reinforced
Authored	Consulted	Described	Enlisted	Interpreted	Marketed	Persuaded	Solicited
Clarified	Contacted	Developed	Explained	Interviewed	Mediated	Presented	Suggested
Collaborated	Conveyed	Directed	Expressed	Involved	Moderated	Promoted	Translated



Teaching/Helping Skills

Adapted	Coached	Diagnosed	Facilitated	Informed	Prevented	Registered	Simulated
Advised	Contributed	Educated	Familiarized	Instilled	Provided	Reserved	Supplied
Advocated	Cooperated	Enabled	Focused	Instructed	Referred	Resolved	Supported
Aided	Coordinated	Encouraged	Furthered	Insured	Rehabilitated	Responded	Taught
Answered	Counseled	Ensured	Guided	Interviewed	Represented	Restored	Trained
Arranged	Critiqued	Evaluated	Helped	Motivated	Resolved	Reviewed	Tutored
Assessed	Demonstrated	Expedited	Individualized	Persuaded	Simplified	Routed	Volunteered



Organization/Detail Skills/Accomplishments

Achieved	Collected	Expanded	Logged	Pioneered	Registered	Scheduled	Systematized
Approved	Compiled	Filed	Maintained	Prepared	Reserved	Screened	Transformed
Arranged	Completed	Generated	Monitored	Processed	Resolved	Submitted	Updated
Assisted	Corrected	Implemented	Obtained	Provided	Responded	Supplied	Validated
Catalogued	Distributed	Incorporated	Operated	Purchased	Restored	Standardized	Verified
Categorized	Exceeded	Improved	Ordered	Recorded	Reviewed	Succeeded	Won
Classified	Executed	Inspected	Organized	Reduced	Routed	Surpassed	



Financial/Data/Research Skills

Administered	Balanced	Critiqued	Evaluated	Formulated	Managed	Reconciled	Surveyed
Adjusted	Budgeted	Computed	Examined	Gathered	Marketed	Reduced	Systematized
Allocated	Calculated	Corrected	Experimented	Identified	Measured	Researched	Tested
Analyzed	Clarified	Detected	Explored	Inspected	Organized	Reviewed	
Appraised	Collected	Determined	Extracted	Interpreted	Planned	Searched	
Assessed	Compared	Developed	Estimated	Investigated	Prepared	Solved	
Audited	Conducted	Diagnosed	Forecasted	Located	Projected	Summarized	



Technical/Creative

Adapted	Computed	Debugged	Fabricated	Instituted	Operated	Programmed	Revised
Applied	Conceptualized	Designed	Fashioned	Integrated	Originated	Rectified	Revitalized
Assembled	Conserved	Developed	Formulated	Introduced	Overhauled	Regulated	Solved
Built	Constructed	Displayed	Fortified	Invented	Performed	Remodeled	Specialized
Calculated	Converted	Engineered	Founded	Maintained	Photographed	Repaired	Standardized
Combined	Created	Entertained	Illustrated	Modeled	Planned	Replaced	Upgraded
Composed	Customized	Established	Installed	Modified	Printed	Restored	Utilized