

Action Verbs for Resumes

ADMINISTRATIVE/ ORGANIZATIONAL SKILLS

Administered
Analyzed
Applied
Arranged
Compiled
Coordinated
Developed
Evaluated
Expedited
Facilitated
Handled
Implemented
Improved
Initiated
Managed
Organized
Planned
Prioritized
Scheduled
Systematized

CLERICAL SKILLS

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systemized
Tabulated
Validated

COMMUNICATION SKILLS

Addressed
Arbitrated
Arranged
Authored

Corresponded
Directed
Drafted
Edited
Formulated
Influenced
Instructed
Interpreted
Interviewed
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Presented
Promoted
Recruited
Spoke
Translated
Wrote

COUNSELING/ TRAINING SKILLS

Advised
Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Developed
Diagnosed
Educated
Empowered
Enabled
Encouraged
Facilitated
Familiarized
Guided
Informed
Instructed
Motivated
Persuaded
Presented
Referred
Rehabilitated
Represented

CREATIVE SKILLS

Acted
Analyzed
Conceived
Conceptualized
Created

Designed
Developed
Directed
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

FINANCIAL SKILLS

Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted

MANAGEMENT SKILLS

Administered
Analyzed
Assigned
Attained
Chaired
Contracted
Consolidated
Coordinated
Delegated
Developed
Directed
Enlisted
Established
Evaluated
Executed
Handled
Implemented
Improved
Increased
Influenced
Organized
Oversaw
Planned

Prioritized
Produced
Reviewed
Recommended
Scheduled
Strengthened
Supervised

PROBLEM-SOLVING SKILLS

Analyzed
Decided
Evaluated
Forecasted
Investigated
Negotiated
Recommended
Resolved
Reviewed
Solved

RESEARCH/ ANALYTICAL SKILLS

Analyzed
Clarified
Collected
Compared
Compiled
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Researched
Reviewed
Summarized
Surveyed
Systemized

TECHNICAL SKILLS

Assembled
Built
Calculated
Computed
Devised
Developed
Engineered
Fabricated
Maintained
Operated