



ACTION VERBS TO ENHANCE YOUR RESUME

Research Skills

- Addressed
- Adjusted
- Analyzed
- Assessed
- Attained
- Clarified
- Calculated
- Categorized
- Collected
- Compared
- Compiled
- Computed
- Critiqued
- Defined
- Diagnosed
- Estimated
- Evaluated
- Examined
- Extracted
- Forecasted
- Gathered
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Maintained
- Organized
- Processed

- Reinforced
- Repaired
- Researched
- Reviewed
- Screened
- Surveyed
- Systematized
- Solved

Creative Skills

- Acted
- Adapted
- Animated
- Brainstormed
- Composed
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Devised
- Directed
- Displayed
- Drew
- Established
- Explored
- Fashioned
- Formulated
- Generated
- Illustrated
- Improvised

- Instituted
- Introduced
- Integrated
- Launched
- Painted
- Performed
- Photographed
- Planned
- Proved
- Revised
- Revitalized
- Set up
- Shaped
- Streamlined
- Structured
- Synthesized
- Tabulated
- Visualized

Management Skills

- Administered
- Advanced
- Appointed
- Analyzed
- Assigned
- Chaired
- Consolidated
- Coordinated
- Delegated
- Developed
- Directed

- Eliminated
- Enforced
- Enhanced
- Evaluated
- Examined
- Executed
- Expanded
- Generated
- Handled
- Hired
- Hosted
- Implemented
- Incorporated
- Navigated
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reorganized
- Scheduled
- Streamlined
- Strengthened
- Supervised
- Troubleshoot

Teamwork Skills

- Accomplished
- Assisted
- Collaborated
- Cooperated
- Coordinated
- Corresponded
- Encouraged
- Explained
- Helped
- Shared
- Shaped
- Supported
- Volunteered

Helping Skills

- Assisted
- Clarified
- Coached
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Facilitated
- Guided
- Inspired
- Motivated
- Participated
- Provided
- Referred
- Rehabilitated

- Reinforced
- Represented
- Supported
- Taught
- Trained
- Verified

Initiatives

- Accomplished
- Achieved
- Compiled
- Completed
- Defined
- Established
- Expanded
- Expedited
- Founded
- Generated
- Implemented
- Improved
- Increased
- Initiated
- Inspected
- Launched
- Produced
- Proposed
- Provided
- Reduced
- Stimulated
- Succeeded
- Utilized

Relationships

- Advised
- Advocated
- Collaborated
- Communicated
- Contributed
- Educated
- Facilitated
- Guided
- Influenced
- Instructed
- Listened
- Mediated
- Negotiated
- Participated
- Persuaded
- Recommended
- Reconciled
- Resolved
- Served
- Supported
- Trained

Communication Skills

- Addressed
- Aided
- Arbitrated
- Arranged
- Authored
- Briefed
- Co-authored
- Collaborated
- Consulted
- Conveyed
- Corresponded
- Critiqued
- Demonstrated
- Discussed
- Developed
- Directed
- Drafted
- Edited
- Enlisted
- Formulated
- Influenced
- Interpreted
- Lectured
- Narrated
- Mediated
- Moderated
- Negotiated
- Persuaded
- Presented
- Promoted
- Proposed
- Publicized

- Published
- Reported
- Revamped
- Reviewed
- Revised
- Recruited
- Summarized
- Spoked
- Translated
- Updated
- Wrote

Technical Skills

- Applied
- Assembled
- Automated
- Built
- Calculated
- Compiled
- Computed
- Constructed
- Converted
- Debugged
- Designed
- Determined
- Developed
- Devised
- Engineered
- Fabricated
- Fortified
- Implemented
- Improved
- Installed
- Maintained

- Mastered
- Modified
- Operated
- Overhauled
- Pinpointed
- Prevented
- Programmed
- Rebuilt
- Remodeled
- Repaired
- Replaced
- Solved

Clerical/Detail Skills

- Approved
- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Dispatched
- Executed
- Implemented
- Inspected
- Monitored
- Operated
- Ordered
- Organized
- Prepared
- Processed
- Purchased
- Recorded
- Retired
- Screened

- Specified
- Systematized

Financial Skills

- Adjusted
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved
- Corrected
- Detailed
- Determined
- Developed
- Estimated
- Evaluated
- Extracted
- Figured
- Forecasted
- Maintained
- Managed
- Measured
- Netted
- Performed
- Planned
- Prepared
- Programmed
- Projected
- Qualified

- Reduced
- Researched
- Reconciled

Leadership Skills

- Administered
- Advised
- Assigned
- Conducted
- Controlled
- Coordinated
- Counseled
- Decided
- Defined
- Delegated
- Directed
- Established
- Expanded
- Founded
- Guided
- Instructed
- Led
- Managed
- Motivated
- Organized
- Planned
- Proposed
- Recommended
- Served
- Stimulated
- Structured
- Supervised
- Trained

Accomplishments

- Accelerated
- Achieved
- Attained
- Completed
- Convinced
- Discovered
- Doubled
- Effected
- Eliminated
- Expanded
- Expedited
- Founded
- Improved
- Increased
- Initiated
- Introduced
- Invented
- Launched
- Mastered
- Originated
- Overcame
- Overhauled
- Pioneered
- Resolved
- Revitalized
- Spearheaded
- Strengthened
- Transformed
- Upgraded