

Action Verbs for Resumes

Management/Leadership

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

Communication/People skills

addressed
advertised
arbitrated
arranged
articulated
authored
collaborated
communicated
consulted
convinced
corresponded
defined
developed
directed
edited
elicited
enlisted
formulated
incorporated
interacted
interviewed
joined
lectured
marketed
mediated
moderated
negotiated
outlined
participated
persuaded
presented
promoted
proposed
reconciled
recruited
reported
resolved
responded
solicited
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
collected
conducted
determined
diagnosed
evaluated
examined
explored
extracted
formulated
gathered
identified
inspected
interviewed
invented
investigated
located
measured
organized
researched
searched
summarized
surveyed
systemized
tested

Technical skills

adapted
assembled
built
calculated
computed
constructed
converted
designed
developed
engineered
installed
maintained
operated
overhauled
programmed
regulated
remodeled
restored
solved
studied
upgraded
utilize

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
developed
enabled
encouraged
evaluated
facilitated
guided
informed
instructed
motivated
persuaded
stimulated
taught
tested
trained
tutored

Financial/Data Skills

administered
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
developed
estimated
forecasted
managed
marketed
measured
planned
projected
reconciled
researched

Creative Skills

acted
adapted
combined
conceptualized
created
customized
designed
developed
directed
entertained
established
formulated
founded
illustrated
initiated
instituted
integrated
introduced
modeled
modified
performed
planned
revised
revitalized
shaped
solved

Helping skills

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

Organization/Detail skills

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

More verbs

achieved
completed
expanded
exceeded
improved
pioneered
reduced
resolved
restored
spearheaded
succeeded
surpassed
transformed