

Resume Action Verbs

Here is a list of action verbs designed to help you describe your educational and employment experiences.

Communication/People Skills

Addressed	Expressed	Manipulated	Supported	Composed	Interviewed
Conveyed	Lectured	Proposed	Collaborated	Dispatched	Observed
Enlisted	Presented	Spoke	Directed	Interacted	Reinforced
Judged	Solicited	Authored	Incorporated	Merged	Consulted
Participated	Arranged	Defined	Moderated	Recruited	Edited
Responded	Created	Helped	Reasoned	Condensed	Involved
Advertised	Formulated	Marketed	Synthesized	Distinguished	Obtained
Convinced	Listened	Publicized	Communicated	Interpreted	Reported
Explained	Promoted	Suggested	Discussed	Negotiated	Contracted
Led	Specified	Clarified	Influenced	Referred	Elicited
Persuaded	Articulated	Developed	Motivated	Wrote	Joined
Sold	Debated	Identified	Reconciled	Conferred	Outlined
Corresponded	Furnished	Mediated	Translated	Drafted	Resolved

Creative Skills

Abstracted	Innovated	Devised	Introduced	Conceptualized	Imagined
Customized	Originated	Formulated	Performed	Displayed	Memorized
Established	Shaped	Integrated	Solidified	Illustrated	Published
Initiated	Adapted	Perceived	Composed	Launched	Visualized
Modified	Developed	Set	Generated	Planned	Entertained
Revitalized	Fashioned	Combined	Invented	Synthesized	Imported
Acted Designed	Instituted	Directed	Photographed	Condensed	Modeled
Explored	Painted Shared	Founded	Solved	Drew	Wrote
Revised	Began				

Data/Financial Skills

Administered	Budgeted	Developed	Estimated	Reduced	Decreased
Balanced	Determined	Marketed	Measured	Assessed	Increased
Detailed	Managed	Qualified	Reconciled	Corrected	Prepared
Maintained	Projected	Yielded	Appraised	Forecasted	Retrieved
Programmed	Trimmed	Analyzed	Conserved	Planned	Planned
Solved	Allocated	Computed	Extracted	Researched	Audited
Adjusted	Calculated	Netted	Netted		

Management/Leadership Skills

Accentuated	Advanced	Decided	Handled	Considered	Contained
Controlled	Coordinated	Fine tuned	Merged	Eliminated	Enforced
Established	Executed	Led	Selected	Hosted	Improved
Increased	Inspected	Prioritized	Attained	Navigated	Originated
Oversaw	Planned	Scheduled	Directed	Recruited	Replaced
Restructured	Salvaged	Approved	Headed	Supervised	Contracted
Administered	Analyzed	Delegated	Moderated	Consolidated	Enhanced
Converted	Cut	Generated	Streamlined	Emphasized	Incorporated
Evaluated	Expanded	Managed	Chaired	Implemented	Overhauled
Initiated	Instituted	Produced	Hired	Organized	Restored
Performed	Presided	Secured	Motivated	Reorganized	Recommended
Reviewed	Saved	Assigned	Recovered	Terminated	Troubleshoot
Appointed	Strengthened	Developed			

Helping Skills

Adapted	Integrated	Adjusted	Educated	Supported	Encouraged
Cared	Referred	Clarified	Insured	Advised	Intervened
Directed	Supplied	Diagnosed	Rehabilitated	Coached	Mentored

Resume Action Verbs

Advocated	Aided	Resolved	Safeguarded	Serviced	Attended
Collaborated	Contributed	Arranged	Assessed	Assisted	Provided
Ensured	Expedited	Counseled	Demonstrated	Guided	Related
Rendered	Cooperated	Familiarized	Furthered	Simplified	Listened
Volunteered	Facilitated	Motivated	Perceived	Spoke	Represented

Organizational/Detailed Skills

Accomplished	Systematized	Organized	Dispatched	Screened	Submitted
Compiled	Approved	Recorded	Inspected	Collated	Compared
Filed	Configured	Updated	Processed	Enforced	Facilitated
Obtained	Generated	Catalogued	Routed Verified	Maintained	Monitored
Responded	Ordered	Incorporated	Classified	Recorded	Reserved
Standardized	Retrieved	Prepared	Distributed	Standardized	Supplied
Achieved	Tabulated	Reviewed	Judged	Purchased	Provided
Completed	Arranged	Validated	Scheduled	Executed	Collected
Operated	Corrected	Diversified	Logged	Met deadlines	Retained
Corresponded	Coded	Charted	Implemented	Registered	

Research Skills

Analyzed	Extracted	Clarified	Located	Wrote	Inspected
Decided	Invented	Diagnosed	Reviewed	Compared	Organized
Explored	Recognized	Field	Tested	Evaluated	Studied
Interviewed	Surveyed	Formulated	Compiled	Indoctrinated	Critiqued
Published	Catalogued	Linked	Documented	Observed	Experimented
Summarize	Determined	Researched	Hypothesized	Scanned	Interpreted
Branded	Extrapolated	Systematized	Measured	Conducted	Perceived
Detected	Investigated	Collected	Searched	Examined	Solved
Synthesized	Differentiated	Gathered			

Teaching Skills

Adapted	Conducted	Encouraged	Influenced	Schooled	Tutored
Communicated	Enabled	Individualized	Persuaded	Transmitted	Coached
Empowered	Guided	Motivated	Trained	Clarified	Developed
Focused	Assessed	Tested	Briefed	Decided	Facilitated
Instructed	Taught	Benchmarked	Critiqued	Explained	Instilled
Stimulated	Advised	Counseled	Evaluated	Initiated	Simulated
Adopted	Coordinated	Enlightened	Informed	Shaped	Valued

Technical Skills

Adapted	Applied	Assembled	Designed	Overhauled	Replaced
Conserved	Constructed	Automated	Determined	Rebuilt	Restored
Engineered	Fabricated	Calculated	Developed	Rectified	Solved
Printed	Programmed	Computed	Installed	Re-designed	Standardized
Remodeled	Repaired	Converted	Maintained	Regulated	Reengineered
Studied	Upgraded	Debugged	Operated	Utilized	

Manual Skills

Assembled	Controlled	Handled	Operated	Punched	Skilled
Bound	Drilled	Lifted	Performed	Retooled	Tended
Bent	Drove	Moved	Set-up	Shipped	Worked
Built	Fed	Pulled			

Clinical/Healthcare Skills

Screened	Treated	Detected	Implemented	Initiated	Identified
Triaged	Educated	Observed	Cared	Monitored	Communicated
Assessed	Performed	Established	Scheduled	Collaborated	Documented
Positioned	Cleaned				