

Action Verbs

Use a variety of action verbs in your resume to effectively describe your skills and experiences. The following verbs are sorted by type of skill:

Communication	Creative	Financial (cont)	Management	Management (cont)	Organizational	Research (cont)
Addressed	Combined	Prepared	Accelerated	Increased	Arranged	Gathered
Advertised	Composed	Projected	Accomplished	Initiated	Catalogued	Identified
Arbitrated	Conceptualized	Proved	Achieved	Instituted	Categorized	Inspected
Articulated	Condensed	Qualified	Management (cont)	Launched	Charted	Invented
Authored	Created	Reconciled	Administered	Led	Classified	Investigated
Collaborated	Customized	Reduced	Affected	Managed	Collected	Located
Communicated	Designed	Leadership/ Mentoring	Appointed	Mastered	Compiled	Measured
Condensed	Developed		Approved	Merged	Devised	Researched
Conferred	Directed		Assigned	Navigated	Distributed	Solved
Consulted	Displayed	Advanced	Attained	Originated	Formed	Summarized
Contacted	Established	Advocated	Authorized	Overhauled	Located	Surveyed
Conveyed	Founded	Aided	Bolstered	Oversaw	Maintained	Tested
Convinced	Illustrated	Assisted	Broadened	Pinpointed	Monitored	
Corresponded	Integrated	Coached	Chaired	Presided	Obtained	Technical
Debated	Introduced	Contributed	Completed	Prioritized	Operated	
Elicited	Modeled	Cooperated	Conducted	Produced	Organized	Adapted
Enlisted	Modified	Counseled	Considered	Recommended	Processed	Applied
Formulated	Originated	Demonstrated	Consolidated	Reorganized	Scheduled	Assembled
Furnished	Performed	Educated	Controlled	Replaced	Structured	Built
Influenced	Planned	Encouraged	Converted	Restored	Submitted	Conserved
Informed	Published	Facilitated	Coordinated	Reviewed	Supplied	Constructed
Interacted	Revised	Familiarized	Decided	Satisfied	Systematized	Converted
Interpreted	Revitalized	Furthered	Delegated	Saved	Transformed	Designed
Marketed	Shaped	Guided	Developed	Secured	Updated	Determined
Mediated	Financial	Helped	Directed	Selected	Validated	Engineered
Moderated		Influenced	Eliminated	Started	Verified	Fabricated
Negotiated	Adjusted	Instructed	Emphasized	Streamlined	Research	Fortified
Outlined	Allocated	Intervened	Enforced	Strengthened	Assessed	Installed
Participated	Analyzed	Launched	Enhanced	Supervised	Benchmarked	Maintained
Persuaded	Appraised	Motivated	Established	Sustained	Compared	Operated
Presented	Assessed	Provided	Exceeded	Used	Conducted	Programmed
Promoted	Audited	Represented	Executed	Won	Critiqued	Rectified
Proposed	Balanced	Staffed	Expanded		Detected	Regulated
Publicized	Budgeted	Supplied	Expedited		Determined	Remodeled
Recruited	Calculated	Supported	Generated		Diagnosed	Repaired
Referred	Computed	Trained	Handled		Evaluated	Revamped
Reinforced	Conserved	Volunteered	Headed		Examined	Specialized
Resolved	Corrected		Hired		Experimented	Standardized
Responded	Estimated		Implemented		Explored	Studied
Solicited	Evaluated		Improved		Extracted	Upgraded
Specified	Forecasted		Incorporated			Utilized
Suggested	Planned					
Synthesized						