

ACTION VERBS FOR RESUME WRITING

Use the action verbs below to highlight your skills. They are divided by skill type, not major. The bold words are best for pointing out your professional accomplishments.

MANAGEMENT SKILLS

Achieved	Analyzed	Assigned	Attained	Chaired
Conceived	Consolidated	Coordinated	Decided	Encouraged
Improved	Incorporated	Increased	Inspired	Launched
Managed	Outlined	Produced	Recommended	Reevaluated
Reported	United			

COMMUNICATION SKILLS

Arbitrated	Arranged	Authored	Collaborated	Convinced
Counseled	Defined	Developed	Directed	Drafted
Edited	Enlisted	Formulated	Influenced	Mediated
Moderated	Motivated	Negotiated	Persuaded	Promoted
Reconciled	Recruited	Renegotiated	Reported	Researched
Spoke	Translated			

RESEARCH SKILLS

Clarified	Collected	Conceived	Critiqued	Detected
Diagnosed	Disproved	Evaluated	Examined	Extracted
Identified	Inspected	Interpreted	Interviewed	Investigated
Organized	Reported	Researched	Searched	Studied
Summarized	Surveyed	Systematized	Wrote	

TECHNICAL SKILLS

Analyzed	Assembled	Built	Calculated	Computed
Designed	Devised	Engineered	Fabricated	Inspected
Maintained	Operated	Overhauled	Programmed	Remodeled
Repaired	Solved	Trained	Upgraded	

FINANCIAL SKILLS

Adjusted	Administered	Allocated	Analyzed	Appraised
Audited	Balanced	Budgeted	Calculated	Compared
Computed	Developed	Estimated	Forecasted	Managed
Marketed	Planned	Projected	Reevaluated	Researched

CREATIVE SKILLS

Acted	Applied	Composed	Conceived	Conceptualized
Created	Customized	Designed	Developed	Directed
Established	Evaluated	Fashioned	Formed	Formulated
Founded	Illustrated	Initiated	Instituted	Integrated
Introduced	Invented	Originated	Performed	Planned
Produced	Projected	Refined	Researched	Revitalized
Rewrote	Shaped	Updated		

HELPING SKILLS

Advised	Aided	Assessed	Assisted	Brought
Coordinated	Counseled	Demonstrated	Diagnosed	Educated
Encouraged	Enlisted	Expedited	Facilitated	Familiarized
Guided	Helped	Inspired	Maintained	Modified
Motivated	Performed	Referred	Rehabilitated	Represented
Supported	Upheld			

CLERICAL OR DETAIL SKILLS

Activated	Altered	Approved	Arranged	Assembled
Catalogued	Classified	Collected	Compiled	Described
Dispatched	Edited	Estimated	Executed	Gathered
Generated	Implemented	Inspected	Listed	Maintained
Monitored	Observed	Operated	Organized	Overhauled
Prepared	Processed	Proofread	Published	Recorded
Reduced	Retrieved	Screened	Specified	Systematized
Tabulated	Validated			