

## Action Verbs for Resumes

### Management and Leadership Skills

Administered	Contracted	Enforced	Incorporated	Originated	Restored
Analyzed	Controlled	Enhanced	Increased	Overhauled	Reviewed
Appointed	Converted	Established	Initiated	Oversaw	Scheduled
Approved	Coordinated	Executed	Inspected	Planned	Streamlined
Assigned	Decided	Generated	Instituted	Presided	Strengthened
Attained	Delegated	Handled	Led	Prioritized	Supervised
Authorized	Developed	Headed	Managed	Produced	Terminated
Chaired	Directed	Hired	Merged	Recommended	Transformed
Considered	Eliminated	Hosted	Motivated	Reorganized	Won
Consolidated	Emphasized	Improved	Organized	Replaced	

### Communication and People Skills

Addressed	Consulted	Edited	Involved	Persuaded	Specified
Advertised	Contacted	Elicited	Joined	Presented	Spoke
Arbitrated	Conveyed	Enlisted	Judged	Promoted	Suggested
Arranged	Convinced	Explained	Lectured	Proposed	Summarized
Articulated	Corresponded	Expressed	Listened	Reconciled	Synthesized
Authored	Debated	Formulated	Marketed	Recruited	Translated
Clarified	Defined	Furnished	Mediated	Referred	Wrote
Collaborated	Described	Incorporated	Moderated	Reinforced	
Communicated	Developed	Influenced	Negotiated	Reported	
Composed	Directed	Interacted	Observed	Resolved	
Condensed	Discussed	Interpreted	Outlined	Responded	
Conferred	Drafted	Interviewed	Participated	Solicited	

### Financial and Data Skills

Administered	Balanced	Developed	Planned	Resolved	
Adjusted	Calculated	Estimated	Programmed	Restored	
Analyzed	Computed	Forecasted	Projected	Retrieved	
Appraised	Conserved	Managed	Reconciled		
Assessed	Corrected	Marketed	Reduced		
Audited	Determined	Measured	Researched		

### Teaching Skills

Adapted	Coordinated	Explained	Instilled	Stimulated	
Advised	Critiqued	Facilitated	Instructed	Taught	
Clarified	Developed	Focused	Motivated	Tested	
Coached	Enabled	Guided	Persuaded	Trained	
Communicated	Encouraged	Individualized	Set Goals	Transmitted	
Conducted	Evaluated	Informed	Simulated	Tutored	

### Research Skills

Analyzed	Detected	Explored	Interpreted	Organized	Tested
Clarified	Determined	Extracted	Interviewed	Researched	Traced
Collected	Diagnosed	Formulated	Invented	Searched	Transformed
Compared	Evaluated	Gathered	Investigated	Solved	
Conducted	Examined	Identified	Located	Summarized	
Critiqued	Experimented	Inspected	Measured	Systematized	

### Technical Skills

Adapted	Constructed	Fabricated	Programmed	Solved	
Assembled	Converted	Fortified	Rectified	Specialized	
Built	Debugged	Installed	Regulated	Standardized	
Calculated	Designed	Maintained	Remodeled	Studied	
Calibrated	Determined	Operated	Repaired	Upgraded	
Computed	Developed	Overhauled	Replaced	Utilized	
Conserved	Engineered	Printed	Restored		

### Creative Skills

Acted	Condensed	Directed	Formulated	Introduced	Photographed
Adapted	Created	Displayed	Founded	Invented	Planned
Began	Customized	Drew	Illustrated	Modeled	Revised
Combined	Danced	Entertained	Initiated	Modified	Revitalized
Composed	Designed	Established	Instituted	Originated	Shaped
Conceptualized	Developed	Fashioned	Integrated	Performed	Solved

### Helping Skills

Adapted	Cared for	Demonstrated	Familiarized	Provided	Supported
Advocated	Clarified	Diagnosed	Furthered	Referred	Volunteered
Aided	Coached	Educated	Guided	Rehabilitated	
Answered	Collaborated	Encouraged	Helped	Presented	
Arranged	Contributed	Ensured	Insured	Resolved	
Assessed	Cooperated	Expedited	Intervened	Simplified	
Assisted	Counseled	Facilitated	Motivated	Supplied	

### Organizational and Detail Skills

Approved	Compiled	Inspected	Prepared	Reviewed	Updated
Arranged	Corresponded	Logged	Processed	Routed	Validated
Cataloged	Distributed	Maintained	Provided	Scheduled	Verified
Categorized	Executed	Monitored	Purchased	Screened	
Charted	Filed	Obtained	Recorded	Set Up	
Classified	Generated	Operated	Registered	Submitted	
Coded	Implemented	Ordered	Reserved	Standardized	
Collected	Incorporated	Organized	Responded	Systematized	

### Additional Suggestions

Achieve	Analysis	Confidentiality	Communication	Creativity	
Digital Awareness	Exceed	Expand	Facilitation	Foresight	
Improved	Logistics	Pioneered	Research	Resolved	
Spearheaded	Succeeded	Surpassed	Teamwork	Writing Expertise	

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