

Resume Action Verbs

Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

Creative Skills

acted	developed	founded	integrated	performed	
conceptualized	directed	illustrated	introduced	planned	
created	established	innovated	invented	revitalized	
designed	fashioned	instituted	originated	shaped	

Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

Helping Skills

assessed	coached	diagnosed	facilitated	referred	
assisted	counseled	educated	familiarized	rehabilitated	
clarified	demonstrated	expedited	guided	represented	

Management Skills

administered	conducted	developed	increased	produced	strengthened
analyzed	consolidated	directed	organized	recommended	supervised
assigned	contracted	evaluated	oversaw	reviewed	
attained	coordinated	executed	planned	scheduled	
chaired	delegated	improved	prioritized		

Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

Teaching Skills

adapted	communicated	encouraged	guided	persuaded	
advised	coordinated	evaluated	informed	set goals	
clarified	developed	explained	initiated	stimulated	
coached	enabled	facilitated	instructed		

Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	