

Resume ACTION VERBS categorized by SKILL AREA

Action words are used to begin an action statement or bullet statement. They are impressive, dynamic, and create a positive and dynamic image of you to the reader. They describe past performance and accomplishments in school or on the job.

Management Skills

- | | | | |
|---------------------------------------|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Administered | <input type="checkbox"/> Delegated | <input type="checkbox"/> Improved | <input type="checkbox"/> Prioritized |
| <input type="checkbox"/> Analyzed | <input type="checkbox"/> Developed | <input type="checkbox"/> Initiated | <input type="checkbox"/> Produced |
| <input type="checkbox"/> Assigned | <input type="checkbox"/> Directed | <input type="checkbox"/> Instituted | <input type="checkbox"/> Recommended |
| <input type="checkbox"/> Attained | <input type="checkbox"/> Enhanced | <input type="checkbox"/> Managed | <input type="checkbox"/> Reorganized |
| <input type="checkbox"/> Chaired | <input type="checkbox"/> Established | <input type="checkbox"/> Motivated | <input type="checkbox"/> Reviewed |
| <input type="checkbox"/> Consolidated | <input type="checkbox"/> Evaluated | <input type="checkbox"/> Organized | <input type="checkbox"/> Scheduled |
| <input type="checkbox"/> Contracted | <input type="checkbox"/> Executed | <input type="checkbox"/> Oversaw | <input type="checkbox"/> Strengthened |
| <input type="checkbox"/> Coordinated | <input type="checkbox"/> Increased | <input type="checkbox"/> Planned | <input type="checkbox"/> Supervised |

Communication Skills

- | | | | |
|---------------------------------------|---------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Addressed | <input type="checkbox"/> Corresponded | <input type="checkbox"/> Interpreted | <input type="checkbox"/> Recruited |
| <input type="checkbox"/> Advertised | <input type="checkbox"/> Directed | <input type="checkbox"/> Lectured | <input type="checkbox"/> Redirected |
| <input type="checkbox"/> Authored | <input type="checkbox"/> Discussed | <input type="checkbox"/> Mediated | <input type="checkbox"/> Referred |
| <input type="checkbox"/> Called | <input type="checkbox"/> Drafted | <input type="checkbox"/> Moderated | <input type="checkbox"/> Related |
| <input type="checkbox"/> Circulated | <input type="checkbox"/> Edited | <input type="checkbox"/> Negotiated | <input type="checkbox"/> Represented |
| <input type="checkbox"/> Coached | <input type="checkbox"/> Elicited | <input type="checkbox"/> Oriented | <input type="checkbox"/> Resolved |
| <input type="checkbox"/> Collaborated | <input type="checkbox"/> Emphasized | <input type="checkbox"/> Persuaded | <input type="checkbox"/> Showed |
| <input type="checkbox"/> Communicated | <input type="checkbox"/> Explained | <input type="checkbox"/> Presented | <input type="checkbox"/> Spoke |
| <input type="checkbox"/> Composed | <input type="checkbox"/> Formulated | <input type="checkbox"/> Promoted | <input type="checkbox"/> Translated |
| <input type="checkbox"/> Conferred | <input type="checkbox"/> Influenced | <input type="checkbox"/> Publicized | <input type="checkbox"/> Transmitted |
| <input type="checkbox"/> Contacted | <input type="checkbox"/> Informed | <input type="checkbox"/> Recommended | <input type="checkbox"/> Tutored |
| <input type="checkbox"/> Convinced | <input type="checkbox"/> Instructed | <input type="checkbox"/> Reconciled | <input type="checkbox"/> Wrote |

Research Skills

- | | | | |
|-------------------------------------|---------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Analyzed | <input type="checkbox"/> Interpreted | <input type="checkbox"/> Adapted | <input type="checkbox"/> Maintained |
| <input type="checkbox"/> Clarified | <input type="checkbox"/> Interviewed | <input type="checkbox"/> Applied | <input type="checkbox"/> Operated |
| <input type="checkbox"/> Collected | <input type="checkbox"/> Investigated | <input type="checkbox"/> Assembled | <input type="checkbox"/> Overhauled |
| <input type="checkbox"/> Compared | <input type="checkbox"/> Located | <input type="checkbox"/> Built | <input type="checkbox"/> Programmed |
| <input type="checkbox"/> Conducted | <input type="checkbox"/> Organized | <input type="checkbox"/> Calculated | <input type="checkbox"/> Remodeled |
| <input type="checkbox"/> Critiqued | <input type="checkbox"/> Researched | <input type="checkbox"/> Computed | <input type="checkbox"/> Repaired |
| <input type="checkbox"/> Diagnosed | <input type="checkbox"/> Reviewed | <input type="checkbox"/> Designed | <input type="checkbox"/> Replaced |
| <input type="checkbox"/> Evaluated | <input type="checkbox"/> Solved | <input type="checkbox"/> Developed | <input type="checkbox"/> Solved |
| <input type="checkbox"/> Examined | <input type="checkbox"/> Summarized | <input type="checkbox"/> Devised | <input type="checkbox"/> Standardized |
| <input type="checkbox"/> Gathered | <input type="checkbox"/> Surveyed | <input type="checkbox"/> Engineered | <input type="checkbox"/> Studied |
| <input type="checkbox"/> Extracted | <input type="checkbox"/> Systematized | <input type="checkbox"/> Fabricated | <input type="checkbox"/> Upgraded |
| <input type="checkbox"/> Identified | <input type="checkbox"/> Tested | <input type="checkbox"/> Installed | <input type="checkbox"/> Utilized |

Teaching Skills

- | | | | |
|---------------------------------------|-------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Adapted | <input type="checkbox"/> Developed | <input type="checkbox"/> Facilitated | <input type="checkbox"/> Instructed |
| <input type="checkbox"/> Advised | <input type="checkbox"/> Enabled | <input type="checkbox"/> Focused | <input type="checkbox"/> Persuaded |
| <input type="checkbox"/> Coached | <input type="checkbox"/> Encouraged | <input type="checkbox"/> Guided | <input type="checkbox"/> Stimulated |
| <input type="checkbox"/> Communicated | <input type="checkbox"/> Evaluated | <input type="checkbox"/> Individualized | <input type="checkbox"/> Trained |
| <input type="checkbox"/> Coordinated | <input type="checkbox"/> Explained | <input type="checkbox"/> Informed | <input type="checkbox"/> Tutored |

Financial Skills

- | | | | |
|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Administered | <input type="checkbox"/> Balanced | <input type="checkbox"/> Estimated | <input type="checkbox"/> Projected |
| <input type="checkbox"/> Allocated | <input type="checkbox"/> Budgeted | <input type="checkbox"/> Forecasted | <input type="checkbox"/> Reconciled |
| <input type="checkbox"/> Analyzed | <input type="checkbox"/> Calculated | <input type="checkbox"/> Managed | <input type="checkbox"/> Reduced |
| <input type="checkbox"/> Appraised | <input type="checkbox"/> Computed | <input type="checkbox"/> Marketed | <input type="checkbox"/> Researched |
| <input type="checkbox"/> Audited | <input type="checkbox"/> Developed | <input type="checkbox"/> Planned | |

Creative Skills

- | | | | |
|---|--------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Acted | <input type="checkbox"/> Developed | <input type="checkbox"/> Initiated | <input type="checkbox"/> Planned |
| <input type="checkbox"/> Adapted | <input type="checkbox"/> Directed | <input type="checkbox"/> Instituted | <input type="checkbox"/> Proposed |
| <input type="checkbox"/> Authored | <input type="checkbox"/> Established | <input type="checkbox"/> Integrated | <input type="checkbox"/> Researched |
| <input type="checkbox"/> Composed | <input type="checkbox"/> Estimated | <input type="checkbox"/> Introduced | <input type="checkbox"/> Revised |
| <input type="checkbox"/> Conceptualized | <input type="checkbox"/> Fashioned | <input type="checkbox"/> Invented | <input type="checkbox"/> Revitalized |
| <input type="checkbox"/> Created | <input type="checkbox"/> Forecasted | <input type="checkbox"/> Investigated | <input type="checkbox"/> Set Up |
| <input type="checkbox"/> Conceived | <input type="checkbox"/> Formulated | <input type="checkbox"/> Modified | <input type="checkbox"/> Shaped |
| <input type="checkbox"/> Customized | <input type="checkbox"/> Founded | <input type="checkbox"/> Originated | <input type="checkbox"/> Solved |
| <input type="checkbox"/> Designed | <input type="checkbox"/> Illustrated | <input type="checkbox"/> Performed | <input type="checkbox"/> Studied |

Helping Skills

- | | | | |
|------------------------------------|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Advocated | <input type="checkbox"/> Counseled | <input type="checkbox"/> Facilitated | <input type="checkbox"/> Rehabilitated |
| <input type="checkbox"/> Aided | <input type="checkbox"/> Demonstrated | <input type="checkbox"/> Familiarized | <input type="checkbox"/> Represented |
| <input type="checkbox"/> Assessed | <input type="checkbox"/> Diagnosed | <input type="checkbox"/> Guided | <input type="checkbox"/> Resolved |
| <input type="checkbox"/> Assisted | <input type="checkbox"/> Educated | <input type="checkbox"/> Intervened | <input type="checkbox"/> Supported |
| <input type="checkbox"/> Clarified | <input type="checkbox"/> Encouraged | <input type="checkbox"/> Motivated | <input type="checkbox"/> Volunteered |
| <input type="checkbox"/> Coached | <input type="checkbox"/> Expedited | <input type="checkbox"/> Referred | |

Clerical or Detail Skills

- | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Distributed | <input type="checkbox"/> Prepared | <input type="checkbox"/> Set up |
| <input type="checkbox"/> Arranged | <input type="checkbox"/> Executed | <input type="checkbox"/> Processed | <input type="checkbox"/> Standardized |
| <input type="checkbox"/> Catalogued | <input type="checkbox"/> Generated | <input type="checkbox"/> Purchased | <input type="checkbox"/> Systematized |
| <input type="checkbox"/> Charted | <input type="checkbox"/> Implemented | <input type="checkbox"/> Recorded | <input type="checkbox"/> Tabulated |
| <input type="checkbox"/> Classified | <input type="checkbox"/> Inspected | <input type="checkbox"/> Retrieved | <input type="checkbox"/> Updated |
| <input type="checkbox"/> Coded | <input type="checkbox"/> Maintained | <input type="checkbox"/> Reviewed | <input type="checkbox"/> Validated |
| <input type="checkbox"/> Collected | <input type="checkbox"/> Monitored | <input type="checkbox"/> Routed | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Compiled | <input type="checkbox"/> Operated | <input type="checkbox"/> Scheduled | |
| <input type="checkbox"/> Dispatched | <input type="checkbox"/> Organized | <input type="checkbox"/> Screened | |

Leadership Skills

- | | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Administered | <input type="checkbox"/> Delegated | <input type="checkbox"/> Governed | <input type="checkbox"/> Selected |
| <input type="checkbox"/> Allocated | <input type="checkbox"/> Designated | <input type="checkbox"/> Hired | <input type="checkbox"/> Settled |
| <input type="checkbox"/> Appointed | <input type="checkbox"/> Directed | <input type="checkbox"/> Led | <input type="checkbox"/> Signed |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Managed | <input type="checkbox"/> Specified |
| <input type="checkbox"/> Assigned | <input type="checkbox"/> Discharged | <input type="checkbox"/> Oversaw | <input type="checkbox"/> Sponsored |
| <input type="checkbox"/> Authorized | <input type="checkbox"/> Encouraged | <input type="checkbox"/> Presided | <input type="checkbox"/> Stipulated |
| <input type="checkbox"/> Awarded | <input type="checkbox"/> Enforced | <input type="checkbox"/> Recommended | <input type="checkbox"/> Supervised |
| <input type="checkbox"/> Conducted | <input type="checkbox"/> Evaluated | <input type="checkbox"/> Regulated | |
| <input type="checkbox"/> Controlled | <input type="checkbox"/> Executed | <input type="checkbox"/> Required | |

Organization Skills

- | | | | |
|------------------------------------|--------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Arranged | <input type="checkbox"/> Calculated | <input type="checkbox"/> Prepared | <input type="checkbox"/> Reported |
| <input type="checkbox"/> Analyzed | <input type="checkbox"/> Coordinated | <input type="checkbox"/> Purchased | <input type="checkbox"/> Scheduled |
| <input type="checkbox"/> Assembled | <input type="checkbox"/> Organized | <input type="checkbox"/> Recorded | |
| <input type="checkbox"/> Budgeted | <input type="checkbox"/> Planned | <input type="checkbox"/> Reorganized | |

Interpersonal Skills

- | | | | |
|---------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Accommodated | <input type="checkbox"/> Contributed | <input type="checkbox"/> Moderates | <input type="checkbox"/> Reconciled |
| <input type="checkbox"/> Adjusted | <input type="checkbox"/> Cooperated | <input type="checkbox"/> Modified | <input type="checkbox"/> Related |
| <input type="checkbox"/> Advised | <input type="checkbox"/> Counseled | <input type="checkbox"/> Motivated | <input type="checkbox"/> Requested |
| <input type="checkbox"/> Agreed | <input type="checkbox"/> Facilitated | <input type="checkbox"/> Negotiated | <input type="checkbox"/> Respected |
| <input type="checkbox"/> Arrange | <input type="checkbox"/> Guided | <input type="checkbox"/> Personalized | <input type="checkbox"/> Served |
| <input type="checkbox"/> Assisted | <input type="checkbox"/> Influenced | <input type="checkbox"/> Persuaded | <input type="checkbox"/> Sold |
| <input type="checkbox"/> Consulted | <input type="checkbox"/> Mediated | <input type="checkbox"/> Provided | <input type="checkbox"/> Taught |