# List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills

administered analyzed appointed approved assigned attained authorized chaired considered consolidated contracted controlled converted coordinated decided delegated developed directed eliminated emphasized enforced enhanced established executed generated

handled

headed

organized

reorganized

supervised terminated

Communication/ **People Skills** addressed

advertised arbitrated arranged articulated authored clarified collaborated communicated composed condensed conferred consulted contacted conveyed convinced corresponded

debated defined described developed directed discussed

hired hosted elicited improved enlisted incorporated explained increased expressed formulated initiated inspected furnished instituted led influenced managed interacted merged interpreted motivated

originated overhauled oversaw planned presided prioritized mediated produced recommended

replaced restored reviewed scheduled streamlined promoted

strengthened

drafted edited

incorporated interviewed involved joined judged lectured listened marketed

moderated negotiated observed outlined participated persuaded presented

proposed publicized reconciled recruited referred reinforced reported resolved responded solicited specified spoke suggested

summarized

synthesized

translated

wrote

Research Skills

analyzed clarified

collected compared

conducted critiqued detected determined diagnosed evaluated examined experimented explored extracted formulated gathered identified inspected interpreted interviewed

invented investigated located measured organized researched searched solved summarized

surveyed systematized tested

**Technical Skills** 

adapted assembled built calculated

computed conserved constructed converted debugged designed determined developed engineered fabricated fortified installed maintained operated overhauled printed programmed rectified regulated

remodeled repaired replaced restored solved specialized standardized studied upgraded

utilized

**Teaching Skills** 

adapted advised clarified coached communicated conducted coordinated critiqued developed enabled encouraged evaluated explained facilitated focused guided individualized informed instilled instructed motivated

persuaded

set goals

simulated

stimulated

### **List of Action Verbs for Resumes & Professional Profiles**

taught tested trained transmitted tutored

Financial/ Data Skills administered adjusted allocated analyzed appraised assessed audited balanced calculated computed conserved corrected determined developed estimated forecasted managed marketed measured planned programmed projected reconciled

creative skills
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed

reduced

researched

retrieved

developed directed displayed drew entertained established fashioned formulated founded illustrated initiated instituted integrated introduced invented modeled modified originated performed photographed planned revised revitalized shaped

## Helping skills

solved

adapted advocated aided answered arranged assessed assisted cared for clarified coached collaborated contributed cooperated counseled demonstrated diagnosed educated encouraged

ensured expedited facilitated familiarize furthered guided helped insured intervened motivated provided referred rehabilitated presented resolved simplified supplied supported volunteered

#### Organization/ Detail Skills

approved arranged cataloged categorized charted classified coded collected compiled corresponded distributed executed filed generated implemented incorporated inspected logged maintained monitored obtained operated ordered

organized prepared processed provided purchased recorded registered reserved responded reviewed routed scheduled screened set up submitted supplied standardized systematized updated validated verified

#### More verbs for Accomplishments

achieved completed expanded exceeded improved pioneered reduced (losses) resolved (issues) restored spearheaded succeeded surpassed transformed

won