

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

Hired

Hosted

Improved

Incorporated

Increased

Initiated

Inspected

Instituted

Led

Managed

Merged

Motivated

Organized

Originated

Overhauled

Oversaw

Planned

Presided

Prioritized

Produced

Recommended

Reorganized

Replaced

Restored

Reviewed

Scheduled streamlined

Strengthened

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

Drafted

Edited

Elicited

Enlisted

Explained

Expressed

Formulated

Furnished

Incorporated

Influenced

Interacted

Interpreted

Interviewed

Involved

Joined

Judged

Lectured

Listened

Marketed

Mediated

Moderated

Negotiated

Observed

Outlined

Participated

Persuaded

Presented

Promoted

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	Debugged	Developed	Determined
Diagnosed	Designed	Enabled	Developed
Evaluated	Determined	Encouraged	Estimated
Examined	Developed	Evaluated	Forecasted
Experimented	Engineered	Explained	Managed
Explored	Fabricated	Facilitated	Marketed
Extracted	Fortified	Focused	Measured
Formulated	Installed	Guided	Planned
Gathered	Maintained	Individualized	Programmed
Identified	Operated	Informed	Projected
Inspected	Overhauled	Instilled	Reconciled
Interpreted	Printed	Instructed	Reduced
Interviewed	Programmed	Motivated	Researched
Invented	Rectified	Persuaded	Retrieved
Investigated	Regulated	Set goals	
Located	Remodeled	Simulated	<u>Creative Skills</u>
Measured	Repaired	Stimulated	Acted
Organized	Replaced	Taught	Adapted
Researched	Restored	Tested trained	Began
Searched	Solved	Transmitted	Combined
Solved	Specialized	Tutored	Conceptualized
Summarized	Standardized		Condensed
Surveyed	Studied	<u>Financial & Data Skills</u>	Created
Systematized	Upgraded	Administered	Customized
Tested	Utilized	Adjusted	Designed

Technical Skills

Adapted
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued

Analyzed
Appraised
Assessed
Audited
Balanced
Calculated
Computed
Conserved
Corrected

Directed
Displayed
Drew
Entertained established
Fashioned
Formulated
Founded
Illustrated initiated
Instituted

Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Helping Skills

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Coached
Collaborated
Contributed

Cooperated
Counseled
Demonstrated
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
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