

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

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
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
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
 reduced
 researched
 retrieved

creative skills
 acted
 adapted
 began
 combined
 conceptualized
 condensed
 created
 customized
 designed

developed
 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
 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