

# ACTION VERBS



Career Services

## FOR RESUMES & PROFESSIONAL PROFILES

---

### Management/ Leadership Skills

Administered	Contracted	Enforced	Incorporated	Originated	Restored
Analyzed	Controlled	Enhanced	Increased	Overhauled	Reviewed
Appointed	Converted	Established	Initiated	Oversaw	Scheduled
Approved	Coordinated	Executed	Inspected	Planned	Streamlined
Assigned	Decided	Generated	Instituted	Presided	Strengthened
Attained	Delegated	Handled	Led	Prioritized	Supervised
Authorized	Developed	Headed	Managed	Produced	Terminated
Chaired	Directed	Hired	Merged	Recommended	
Considered	Eliminated	Hosted	Motivated	Reorganized	
Consolidated	Emphasized	Improved	Organized	Replaced	

### Communication/ People Skills

Addressed	Consulted	Edited	Involved	Persuaded	Solicited
Advertised	Contacted	Elicited	Joined	Presented	Specified
Arbitrated	Conveyed	Enlisted	Judged	Promoted	Spoke
Arranged	Convinced	Explained	Lectured	Proposed	Suggested
Articulated	Corresponded	Expressed	Listened	Publicized	Summarized
Authored	Debated	Formulated	Marketed	Reconciled	Synthesized
Clarified	Defined	Furnished	Mediated	Recruited	Translated
Collaborated	Described	Incorporated	Moderated	Referred	Wrote
Communicated	Developed	Influenced	Negotiated	Reinforced	
Composed	Directed	Interacted	Observed	Reported	
Condensed	Discussed	Interpreted	Outlined	Resolved	
Conferred	Drafted	Interviewed	Participated	Responded	

### Research Skills

Analyzed	Detected	Explored	Interpreted	Organized	Systematized
Clarified	Determined	Extracted	Interviewed	Researched	Tested
Collected	Diagnosed	Formulated	Invented	Searched	
Compared	Evaluated	Gathered	Investigated	Solved	
Conducted	Examined	Identified	Located	Summarized	
Critiqued	Experimented	Inspected	Measured	Surveyed	

### Technical Skills

Adapted	Constructed	Engineered	Overhauled	Repaired	Studied
Assembled	Converted	Fabricated	Printed	Replaced	Upgraded
Built	Debugged	Fortified	Programmed	Restored	Utilized
Calculated	Designed	Installed	Rectified	Solved	
Computed	Determined	Maintained	Regulated	Specialized	
Conserved	Developed	Operated	Remodeled	Standardized	

## Teaching Skills

Adapted	Conducted	Evaluated	Informed	Set Goals	Trained
Adopted	Coordinated	Explained	Instilled	Simulated	Transmitted
Advised	Critiqued	Facilitated	Instructed	Stimulated	Tutored
Clarified	Developed	Focused	Motivated	Taught	
Coached	Enabled	Guided	Persuaded	Tested	
Communicate	Encouraged	Individualized			

## Financial/ Data Skills

Administered	Assessed	Conserved	Forecasted	Programmed	Researched
Adjusted	Audited	Corrected	Managed	Projected	Retrieved
Allocated	Balanced	Determined	Marketed	Reconciled	
Analyzed	Calculated	Developed	Measured	Reduced	
Appraised	Computed	Estimated	Planned		

## Creative Skills

Acted	Customized	Entertained	Initiated	Modified	Revitalized
Adapted	Designed	Established	Instituted	Originated	Shaped
Began	Developed	Fashioned	Integrated	Performed	Solved
Combined	Directed	Formulated	Introduced	Photographed	
Condensed	Displayed	Founded	Invented	Planned	
Created	Drew	Illustrated	Modeled	Revised	

## Helping Skills

Adapted	Cared For	Demonstrated	Familiarize	Provided	Supported
Advocated	Clarified	Diagnosed	Furthered	Referred	Volunteered
Aided	Coached	Educated	Guided	Rehabilitated	
Answered	Collaborated	Encouraged	Helped	Presented	
Arranged	Contributed	Ensured	Insured	Resolved	
Assessed	Cooperated	Expedited	Intervened	Simplified	
Assisted	Counseled	Facilitated	Motivated	Supplied	

## Organization/ Detail Skills

Approved	Corresponded	Monitored	Recorded	Submitted
Arranged	Distributed	Obtained	Registered	Supplied
Cataloged	Executed Filed	Operated	Reserved	Standardized
Categorized	Generated	Ordered	Responded	Systematized
Charted	Implemented	Organized	Reviewed	Updated
Classified	Incorporated	Prepared	Routed	Validated
Coded	Inspected	Processed	Scheduled	Verified
Collected	Logged	Provided	Screened	
Compiled	Maintained	Purchased	Set Up	