

ACTION VERBS: Organized by Skill Set

Communication

Addressed	Interpreted
Advertised	Marketed
Arbitrated	Mediated
Articulated	Moderated
Authored	Negotiated
Collaborated	Outlined
Communicated	Participated
Condensed	Persuaded
Conferred	Presented
Consulted	Promoted
Contacted	Proposed
Conveyed	Publicized
Convinced	Recruited
Corresponded	Referred
Debated	Reinforced
Elicited	Resolved
Enlisted	Responded
Formulated	Solicited
Furnished	Specified
Influenced	Suggested
Informed	Synthesized
Interacted	

Leadership/Mentoring

Advanced	Guided
Advocated	Helped
Aided	Influenced
Assisted	Instructed
Coached	Intervened
Contributed	Launched
Cooperated	Motivated
Counseled	Provided
Demonstrated	Represented
Educated	Staffed
Encouraged	Supplied
Facilitated	Supported
Familiarized	Trained
Furthered	Volunteered

Research

Assessed	Gathered
Benchmarked	Identified
Compared	Inspected
Conducted	Invented
Critiqued	Investigated
Detected	Located
Determined	Measured
Diagnosed	Researched
Evaluated	Solved
Examined	Summarized
Experimented	Surveyed
Explored	Tested
Extracted	

Management

Accelerated	Hired
Accomplished	Implemented
Achieved	Improved
Administered	Incorporated
Affected	Increased
Appointed	Initiated
Approved	Instituted
Assigned	Launched
Attained	Led
Authorized	Managed
Bolstered	Mastered
Broadened	Merged
Chaired	Navigated
Completed	Originated
Conducted	Overhauled
Considered	Oversaw
Consolidated	Pinpointed
Controlled	Presided
Converted	Prioritized
Coordinated	Produced
Decided	Recommended
Delegated	Reorganized
Developed	Replaced
Directed	Restored
Eliminated	Reviewed
Emphasized	Satisfied
Enforced	Saved
Enhanced	Secured
Established	Selected
Exceeded	Started
Executed	Streamlined
Expanded	Strengthened
Expedited	Supervised
Generated	Sustained
Handled	Used
Headed	Won

Organizational

Arranged	Obtained
Catalogued	Operated
Categorized	Organized
Charted	Processed
Classified	Scheduled
Collected	Structured
Compiled	Submitted
Devised	Supplied
Distributed	Systematized
Formed	Transformed
Located	Updated
Maintained	Validated
Monitored	Verified

Creative

Combined	Illustrated
Composed	Integrated
Conceptualized	Introduced
Condensed	Modeled
Created	Modified
Customized	Originated
Designed	Performed
Developed	Planned
Directed	Published
Displayed	Revised
Established	Revitalized
Founded	Shaped

Financial

Adjusted	Corrected
Allocated	Estimated
Analyzed	Evaluated
Appraised	Forecasted
Assessed	Planned
Audited	Prepared
Balanced	Projected
Budgeted	Proved
Calculated	Qualified
Computed	Reconciled
Conserved	Reduced

Technical

Adapted	Maintained
Applied	Operated
Assembled	Programmed
Built	Rectified
Conserved	Regulated
Constructed	Remodeled
Converted	Repaired
Designed	Revamped
Determined	Specialized
Engineered	Standardized
Fabricated	Studied
Fortified	Upgraded
Installed	Utilized

Use a variety of action verbs in your resume to effectively describe your skills and experiences