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LIST OF ACTION VERBS BY FUNCTION FOR RESUMES AND PROFESSIONAL PROFILES*

Read through all of the categories and check off those that are relevant to describe your work experience. The underlined words are especially effective for stressing accomplishments and achievements.

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

Management/Leadership Skills (continued)

oversaw
 planned
 presided
 prioritized
 produced
 recommended
reorganized
 replaced
 restored
 reviewed
 scheduled
 secured
 selected
 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

Communication/People Skills (continued)

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
 authored
 participated
 persuaded
 presented
 promoted
 proposed
 publicized
 reconciled
 recruited
 referred
 reinforced
 reported
resolved
 responded
 solicited

Communication/People Skills (continued)

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
 reviewed
 searched
solved
 summarized
 surveyed

*Information obtained from Yana Parker's Resume Pro: The Professional Guide. List developed by Hinda Bodinger.

Research Skills
(continued)

systematized
tested

Technical Skills

adapted
applied
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

Teaching Skills
(continued)

guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

**Financial/
Data Skills**

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
prepared
programmed
projected
reconciled
reduced
researched
retrieved

Creative Skills

acted
adapted
began
combined
composed
conceptualized
condensed

Creative Skills
(continued)

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
familiarized
furthered
guided
helped
insured

Helping Skills
(continued)

intervened
motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

**Organization/
Detail Skills**

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corrected
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

**Organization/
Detail Skills
(continued)**

systematized
updated
validated
verified

**More Verbs for
Accomplishments**

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