

# Resume Action Verbs

## Communication & Team Building Skills

advocated	educated	moderated	qualified
accelerated	emphasized	negotiated	reported
authored	edited	orchestrated	represented
built	elected	participated	staffed
clarified	enlisted	planned	strengthened
collaborated	introduced	processed	translated
composed	interacted	protected	served
contributed	integrated	projected	worked
convinced	interpreted	published	spoke
coordinated	listened	responded	surveyed
critiqued	located	prompted	summarized
cultivated	lectured	outlined	taught
decreased	mediated	provided	understood
diagnosed	generated	publicized	updated
			unified
			wrote

## Creativity & Problem Solving Skills

accentuate	crafted	inspired	performed
acted	customized	installed	practiced
activated	designed	merged	quantified
adapted	devised	memorized	rendered
augmented	drafted	made	repaired
approved	drew	marketed	repurposed
assembled	engineered	manufactured	restored
budgeted	expressed	manipulated	revitalized
brainstormed	exhibited	mastered	sculpted
combined	fabricated	modified	shaped
conceptualized	fixed	rehabilitated	supplied
constructed	illustrated	transformed	sketched
consolidated	improvised	overhauled	submitted
corrected	inspected	operated	trouble-shot

## Leadership, Management, & Supervision Skills

advised	developed	influenced	generated
advanced	discovered	familiarized	promoted
assessed	explored	modeled	realized
broadened	facilitated	invented	Sold
coached	encouraged	learned	solved
communicated	empowered	mentored	sponsored
consulted	investigated	informed	specified
conveyed	measured	motivated	seized
contacted	employed	proposed	suggested
counseled	enforced	recognized	traded
determined	executed	resumed	united
delivered	helped	recruited	undertook
demonstrated	instructed	served	uncovered
dissected	improved	supported	used
			ventured

## Teaching, Social Service, & Training Skills

accentuate	crafted	inspired	Supervised
acted	customized	installed	maximized
activated	designed	merged	navigated
adapted	devised	memorized	gathered
augmented	drafted	made	recorded
approved	drew	marketed	observed
assembled	engineered	manufactured	stimulated
budgeted	expressed	manipulated	tested trained
brainstormed	exhibited	mastered	tutored
combined	fabricated	modified	volunteered
conceptualized	fixed	rehabilitated	recommended
constructed	illustrated	transformed	researched
consolidated	improvised	overhauled	utilized
corrected	inspected	operated	

## Organization & Administrative Skills

adhered	controlled	prepared	produced
addressed	corresponded	produced	reduced
anticipated	bought	prioritized	rated
appraised	explained	streamlined	read
arranged	dispatched	qualified	revised
attained	documented	referred	sorted
audited	invoiced	represented	scheduled
briefed	logged	received	surpassed
balanced	estimated	reorganized	shared
charted	compared	retrieved	simplified
checked	ensured	reconciled	transcribed
detected	liquidated	regulated	transacted
conserved	oversaw	resolved	

## Research & Information Processing

analyzed	conducted	invested	predicted
applied	computed	obtained	reached
attended	converted	licensed	reviewed
calculated	defined	organized	routed
catalogued	entered	regulated	tabulated
centralized	extracted	prevented	tracked
classified	evaluated	reached	secured
collected	examined	prescribed	selected
combined	eliminated	monitored	sorted
compiled	followed	proved	systematized
completed	focused	purchased	synthesized
computed	forecasted	programmed	upgraded
concluded	formulated	related	validated
condensed	implemented	reasoned	verified