

# Resumé Action Verbs

## Management Skills

administered	improved
analyzed	increased
assigned	organized
attained	oversaw
chaired	planned
contracted	prioritized
consolidated	produced
coordinated	recommended
delegated	reviewed
developed	scheduled
directed	strengthened
evaluated	supervised
executed	

## Communication Skills

addressed	lectured
arbitrated	mediated
arranged	moderated
authored	motivated
corresponded	negotiated
developed	persuaded
directed	promoted
drafted	publicized
edited	reconciled
enlisted	recruited
formulated	spoke
influenced	translated
interpreted	wrote

## Clerical or Detailed Skills

approved	organized
arranged	prepared
catalogued	processed
classified	purchased
collected	recorded
compiled	retrieved
dispatched	screened
executed	specified
generated	systemized
implemented	tabulated
inspected	validated
monitored	
operated	

## Research Skills

clarified	interpreted
collected	interviewed
critiqued	investigated
diagnosed	organized
evaluated	reviewed
examined	summarized
extracted	surveyed
identified	systemized
inspected	

## Technical Skills

assembled	operated
built	overhauled
calculated	programmed
computed	remodeled
designed	repaired
devised	solved
engineered	trained
fabricated	upgraded
maintained	

## Teaching Skills

adapted	explained
advised	facilitated
clarified	guided
coached	informed
communicated	initiated
coordinated	instructed
developed	persuaded
enabled	set goals
encouraged	stimulated
evaluated	

## Financial Skills

administered	computed
allocated	developed
analyzed	forecasted
appraised	managed
audited	marketed
balanced	planned
budgeted	projected
calculated	researched

## Creative Skills

acted	instituted
conceptualized	integrated
created	introduced
designed	invented
developed	originated
directed	performed
established	planned
fashioned	revitalized
founded	shaped
illustrated	

## Helping Skills

assessed	expedited
assisted	facilitated
clarified	familiarized
coached	guided
counseled	referred
demonstrated	rehabilitated
diagnosed	represented
educated	

