

ACTION VERBS FOR RESUMES & LETTERS

Clerical or detailed skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
organized
prepared
processed
purchased
recorded

Communication

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

spoke
translated
wrote

Creative skills

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

Financial skills

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

Helping skills

assessed
assisted

clarified
coached
counseled
demonstrated
diagnosed
empathized
educated
encouraged
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Management

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

Research skills

abstracted
clarified
collected
critiqued

diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
studied
summarized
surveyed
synthesized
systematized

Technical skills

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

Teaching skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained

facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated
trained

Achievement

achieved
acquired
advanced
bolstered
eliminated
encouraged
expanded
fostered
guaranteed
inspired
mastered
maximized
minimized
motivated
obtained
provided
reduced
restored
stimulated
strengthened

Other great verbs

advocated
clarified
demonstrated
enforced
expedited
gained
monitored
negotiated
revised
simplified
supported
utilized