

## RESUME ACTION VERBS

When describing your experiences, start each bulleted phrase with a strong action verb to demonstrate a specific skill. Avoid starting your phrases with the words “responsible for.” Instead, you want to provide the reader with a visual of how you acted on the job. Use the words listed to create a clear picture of your experiences.

### Management / Leadership Skills

- assigned
- attained
- chaired
- collaborated
- consolidated
- contracted
- cooperated
- coordinated
- delegated
- directed
- enforced
- enlisted
- executed
- expedited
- facilitated
- governed
- improved
- increased
- initiated
- inspired
- led
- listened
- managed
- mediated
- motivated
- oversaw
- planned
- prioritized
- produced
- recommended
- represented
- reviewed
- revitalized
- scheduled
- shaped
- strategized
- strengthened
- spearheaded
- supervised

### Communication Skills

- addressed
- arbitrated
- authored
- clarified
- conveyed
- convinced
- corresponded
- directed
- drafted
- edited
- explained
- formulated
- influenced
- informed
- interpreted
- interviewed

- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- reported
- summarized
- translated

### Research Skills

- analyzed
- calculated
- collected
- compared
- conducted
- critiqued
- defined
- evaluated
- examined
- extracted
- forecasted
- formulated
- gathered
- identified
- inspected
- predicted
- quantified
- reviewed
- summarized
- surveyed
- systematized
- tested

### Technical Skills

- analyzed
- assembled
- built
- calculated
- computed
- constructed
- designed
- devised
- engineered
- fabricated
- located
- maintained
- modified
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- supplied
- upgraded

### Teaching Skills

- adapted
- advised
- coached
- communicated
- coordinated
- demonstrated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

### Financial Skills

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

### Creative / Design Skills

- acted
- built
- choreographed
- composed
- conceptualized
- created
- customized
- designed
- directed
- entertained
- established
- fashioned
- founded
- illustrated
- incorporated
- instituted
- integrated
- introduced
- invented
- originated
- performed

- photographed
- planned
- revitalized
- shaped

### Helping Skills

- administered
- assessed
- assisted
- clarified
- coached
- communicated
- coordinated
- counseled
- demonstrated
- diagnosed
- dispensed
- educated
- evaluated
- expedited
- facilitated
- familiarized
- guided
- monitored
- motivated
- operated
- performed
- recorded
- referred
- rehabilitated
- represented

### Clerical / Detail Skills

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