

Skill Verbs for Resumes

Make your accomplishment statements shine by using strong writing.

Communication Verbs

Addressed	Conferred	Edited	Interviewed	Outlined	Reinforced
Advertised	Consulted	Elicited	Introduced	Participated	Reported
Arbitrated	Contacted	Encouraged	Involved	Persuaded	Resolved
Arranged	Conveyed	Enlisted	Joined	Planned	Responded
Articulated	Convinced	Explained	Judged	Presented	Represented
Authored	Corresponded	Expressed	Lectured	Presided	Solicited
Clarified	Debated	Formulated	Listened	Promoted	Specified
Collaborated	Defined	Furnished	Marketed	Proposed	Spoke
Communicated	Developed	Incorporated	Mediated	Publicized	Suggested
Composed	Directed	Influenced	Moderated	Reconciled	Summarized
Condensed	Disseminated	Interacted	Negotiated	Recruited	Translated
Conducted	Drafted	Interpreted	Observed	Referred	Wrote

Creative Verbs

Acted	Created	Enhanced	Imagined	Launched	Presented	Structured
Adapted	Customized	Entertained	Improvised	Modeled	Proposed	Updated
Authored	Designed	Established	Improved	Modified	Publicized	Visualized
Combined	Developed	Fashioned	Initiated	Originated	Published	
Composed	Devised	Forecast	Instituted	Performed	Revised	
Conceived	Directed	Formulated	Integrated	Photographed	Revitalized	
Conceptualized	Displayed	Founded	Introduced	Piloted	Shaped	
Condensed	Drew	Illustrated	Invented	Planned	Solved	

Data Collection + Finance Verbs

Added	Appraised	Cashed	Determined	Forecast	Netted	Reconciled
Accounted	Assessed	Compounded	Developed	Formulated	Planned	Reduced
Administered	Audited	Computed	Divided	Invested	Prepared	Researched
Adjusted	Balanced	Conserved	Documented	Managed	Programmed	Retrieved
Allocated	Budgeted	Corrected	Estimated	Marketed	Projected	Tabulated
Analyzed	Calculated	Counted	Figured	Measured	Qualified	Verified

Research Verbs

Analyzed	Compiled	Determined	Experimented	Inspected	Measured	Solved
Assessed	Conducted	Diagnosed	Explored	Interviewed	Organized	Summarized
Clarified	Critiqued	Drafted	Extracted	Invented	Researched	Surveyed
Collected	Defined	Evaluated	Formulated	Investigated	Reviewed	Systematized
Compared	Detected	Examined	Gathered	Located	Searched	Tested

Technical Verbs

Adapted	Computed	Determined	Inspected	Printed	Replaced	Tested
Applied	Conserved	Developed	Installed	Programmed	Restored	Upgraded
Assembled	Constructed	Drafted	Maintained	Rectified	Solved	Utilized
Built	Converted	Engineered	Mapped	Regulated	Specialized	
Calculated	Debugged	Fabricated	Operated	Remodeled	Standardized	
Coded	Designed	Fortified	Overhauled	Repaired	Studied	

Leadership Skills

Administered	Contracted	Enhanced	Hosted	Motivated	Replaced
Assigned	Controlled	Established	Implemented	Navigated	Restored
Analyzed	Converted	Evaluated	Improved	Organized	Reviewed
Appointed	Coordinated	Executed	Incorporated	Originated	Recruited
Approved	Decided	Expedited	Increased	Overhauled	Scheduled
Assigned	Delegated	Formed	Initiated	Oversaw	Secured
Attained	Developed	Founded	Inspected	Planned	Selected
Authorized	Directed	Generated	Instituted	Presided	Staffed
Chaired	Eliminated	Governed	Led	Prioritized	Streamlined
Coached	Emphasized	Handled	Managed	Produced	Strengthened
Considered	Encouraged	Headed	Maximized	Recommended	Supervised
Consolidated	Enforced	Hired	Merged	Reorganized	Training

Organizational Skills

Approved	Compiled	Inspected	Prepared	Reviewed	Updated
Arranged	Corrected	Logged	Processed	Routed	Validated
Catalogue	Corresponded	Maintained	Provided	Scheduled	Verified
Categorized	Distributed	Monitored	Purchased	Screened	
Charted	Executed	Obtained	Recorded	Submitted	
Classified	Filed	Operated	Registered	Supplied	
Coded	Generated	Ordered	Reserved	Standardized	
Collected	Incorporated	Organized	Responded	Systematized	

Problem Solving Skills

Adjusted	Converted	Eliminated	Planned	Resolved	Solved
Analyzed	Determined	Examined	Prepared	Reviewed	Tested
Anticipated	Diagnosed	Executed	Recommended	Selected	Verified
Changed	Discovered	Expanded	Reconciled	Set Up	Utilized
Completed	Doubled	Identified	Reorganized	Simplified	

Teaching + Mentoring Verbs

Adapted	Coordinated	Enabled	Guided	Persuaded	Trained
Advised	Counseled	Encouraged	Individualized	Reviewed	Transmitted
Clarified	Critiqued	Evaluated	Informed	Simulated	Tutored
Coached	Developed	Explained	Instilled	Stimulated	
Communicated	Empowered	Facilitated	Instructed	Taught	
Conducted	Edited	Focused	Motivated	Tested	