**List of Action Verbs for Resumes & Professional Profiles**

**Management/Leadership Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| administered | analyzed | appointed | approved |
| assigned | attained | authorized | chaired |
| considered | consolidated | contracted | controlled |
| converted | coordinated | decided | delegated |
| developed | directed | eliminated | emphasized |
| enforced | enhanced | established | executed |
| generated | handled | headed | hired |
| hosted | improved | incorporated | increased |
| initiated | inspected | instituted | led |
| managed | merged | motivated | organized |
| originated | overhauled | oversaw | planned |
| presided | prioritized | produced | recommended |
| reorganized | replaced | restored | reviewed |
| scheduled streamlined | strengthened | supervised | terminated |

**Communication/People Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| addressed | advertised | arbitrated | arranged |
| articulated | authored | clarified | collaborated |
| communicated | composed | condensed | conferred |
| consulted | contacted | conveyed | convinced |
| corresponded | debated | defined | described |
| developed | directed | discussed | drafted |
| edited | elicited | enlisted | explained |
| expressed | formulated | furnished | incorporated |
| influenced | interacted | interpreted | interviewed |
| involved | joined | judged | lectured |
| listened | marketed | mediated | moderated |
| negotiated | observed | outlined | participated |
| persuaded | presented | promoted | proposed |
| publicized | reconciled | recruited | referred |
| reinforced | reported | resolved | responded |
| solicited | specified | spoke | suggested |
| summarized | synthesized | translated | wrote |

**Research Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| analyzed | clarified | collected compared | conducted |
| critiqued | detected | determined | diagnosed |
| evaluated | examined | experimented | explored |
| extracted | formulated | gathered | identified |
| inspected | interpreted | interviewed | invented |
| investigated | located | measured | organized |
| researched | searched | solved | summarized |
| surveyed | systematized | tested |  |

**Technical Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| adapted | assembled | built | calculated |
| computed | conserved | constructed | converted |
| debugged | designed | determined | developed |
| engineered | fabricated | fortified | installed |
| maintained | operated | overhauled | printed |
| programmed | rectified | regulated | remodeled |
| repaired | replaced | restored | solved |
| specialized | standardized | studied | upgraded |
| utilized | taught | tested | trained |
| Transmitted | tutored |  |  |

**Teaching Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| adapted | advised | clarified | coached |
| communicated | conducted | coordinated | critiqued |
| developed | enabled | encouraged | evaluated |
| explained | facilitated | focused | guided |
| individualized | informed | instilled | instructed |
| motivated | persuaded | set goals | simulated |
| stimulated |  |  |  |

**Financial/Data Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| administered | adjusted | allocated | analyzed |
| appraised | assessed | audited | balanced |
| calculated | computed | conserved | corrected |
| determined | developed | estimated | forecasted |
| managed | marketed | measured | planned |
| programmed | projected | reconciled | reduced |
| researched | retrieved | creative skills | acted |
| adapted | began | combined | conceptualized |
| condensed | created | customized | designed |
| developed | directed | displayed | drew |
| entertained | established | fashioned | formulated |
| founded | illustrated | initiated | instituted |
| integrated | introduced | invented | modeled |
| modified | originated | performed | photographed |
| planned | revised | revitalized | shaped |
| solved |  |  |  |

**Helping skills**

|  |  |  |  |
| --- | --- | --- | --- |
| adapted | advocated | aided | answered |
| arranged | assessed | assisted | cared for |
| clarified | coached | collaborated | contributed |
| cooperated | counseled | demonstrated | diagnosed |
| educated | encouraged | ensured | expedited |
| facilitated | familiarize | furthered | guided |
| helped | insured | intervened | motivated |
| provided | referred | rehabilitated | presented |
| resolved | simplified | supplied | supported |
| volunteered |  |  |  |

**Organization/Detail Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| approved | arranged | cataloged | categorized |
| charted | classified | coded | collected |
| compiled | corresponded | distributed | executed |
| filed | generated | implemented | incorporated |
| inspected | logged | maintained | monitored |
| obtained | operated | ordered | organized |
| prepared | processed | provided | purchased |
| recorded | registered | reserved | responded |
| reviewed | routed | scheduled | screened |
| set up | submitted | supplied | standardized |
| systematized | updated | validated | verified |

**More Verbs for Accomplishments**

|  |  |  |  |
| --- | --- | --- | --- |
| achieved | completed | expanded | exceeded |
| improved | pioneered | reduced (losses) | resolved (issues) |
| restored | spearheaded | succeeded | surpassed |
| transformed | won |  |  |