

RESUME ACTION VERBS AND ADVERBS

Management/ Leadership Skills

administered
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
eliminated
enhanced
enforced
established
evaluated
executed
generated
headed
hired
improved
incorporated
increased
inspected
instituted
managed
motivated
organized
oversaw
planned
presided
prioritized
produced
recommended
reorganized
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
advertised
arranged
collaborated
communicated
composed
condensed

contacted
convinced
corresponded
defined
directed
drafted
edited
elicited
explained
expressed
formulated
influenced
interpreted
interviewed
judged
lectured
marketed
mediated
moderated
negotiated
observed
participated
persuaded
presented
promoted
publicized
reconciled
recruited
referred
reported
resolved
responded
spoke
suggested
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
determined
evaluated
examined
extracted
formulated
gathered

identified
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
solved
summarized
surveyed
systematized
tested

Technical Skills

applied
assembled
built
calculated
conserved
constructed
designed
determined
developed
installed
maintained
operated
programmed
resolved
specialized
upgraded

Teaching Skills

adapted
advised
arranged
clarified
communicated
conducted
coordinated
critiqued
developed
enabled
evaluated
explained
facilitated
guided
individualized

instructed
motivated
set goals
stimulated
taught
trained
transmitted
tutored

Creative Skills

acted
composed
conceptualized
created
designed
directed
displayed
drew
entertained
fashioned
formulated
founded
illustrated
introduced
invented
modeled
originated
performed
photographed
planned
revised
shaped

Helping Skills

advocated
aided
answered
assisted
cared for
clarified
counseled
diagnosed
educated
encouraged
facilitated
familiarized
furthered
helped
influenced
insured

mentored
provided
referred
rehabilitated
resolved
simplified
supplied
supported
volunteered

Organizational Skills

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
filed
generated
implemented
inspected
maintained
monitored
operated
organized
prepared
processed
provided
recorded
reviewed
scheduled
sorted
submitted
standardized
systemized
updated
validated
verified

Financial Skills

analyzed
appraised
audited
balanced
budgeted

calculated
computed
developed
estimated
forecasted
managed
marketed
planned
projected
reconciled
reduced
researched

More Verbs...

achieved
completed
contributed
effected
electrified
expanded
improved
navigated
negotiated
pioneered
perfected
promoted
quoted
reduced
resolved
sparked
spearheaded
spoke
succeeded
supervised
surpassed
transferred
unified

Adverbs

accurately
attentively
creatively
efficiently
intelligently
inventively
quickly
responsibly
successfully
uniquely
effectively