



ACTION VERBS – To Enhance Your Resume

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice, using a concise manner, which is easy and straightforward. Begin each descriptive section in your resume with an Active Verb. The following is a simple list; create your own that reflects your discipline and skills.

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills
Administered	Addressed	Clarified	Assembled	Adapted	Administered
Analyzed	Arbitrated	Collected	Built	Advised	Allocated
Assigned	Arranged	Critiqued	Calculated	Clarified	Analyzed
Attained	Authored	Diagnosed	Computed	Coached	Appraised
Chaired	Corresponded	Evaluated	Designed	Communicated	Audited
Contracted	Developed	Examined	Devised	Coordinated	Balanced
Consolidated	Directed	Extracted	Engineered	Developed	Budgeted
Coordinator	Drafted	Identified	Fabricated	Enabled	Calculated
Delegated	Edited	Inspected	Maintained	Encouraged	Computed
Developed	Enlisted	Interpreted	Operated	Evaluated	Developed
Directed	Formulated	Interviewed	Overhauled	Explained	Forecast
Evaluated	Influenced	Investigated	Programmed	Facilitated	Managed
Executed	Interpreted	Organized	Remodeled	Guided	Marketed
Improved	Lectured	Reviewed	Repaired	Informed	Planned
Increased	Mediated	Summarized	Solved	Initiated	Projected
Organized	Moderated	Surveyed	Trained	Instructed	Researched
Planned	Motivated	Systematized	Upgrades	Persuaded	
Prioritized	Negotiated			Set goals	
Produced	Persuaded			Stimulated	
Recommended	Promoted				
Reviewed	Publicized				
Scheduled	Recruited				
Strengthened	Spoke				
Supervised	Translated				
	Wrote				

Even More ACTION VERBS...

Creative Skills	Helping Skills	Administrative or Detail Skills	Information Skills	Leaderships Skills	Started Problem- Solving Skills	Teamwork Skills
Acted						
Conceptualized	Assisted	Approved	Catalogued	Appointed	Analyzed	Accomplished
Created	Assessed	Arranged	Clarified	Approved	Applied	Assisted
Designed	Clarified	Catalogued	Classified	Arranged	Calculated	Collaborated
Developed	Coached	Classified	Compiled	Assessed	Compiled	Coordinated
Directed	Counseled	Collected	Composed	Assigned	Consulted	Corroborated
Established	Demonstrated	Compiled	Conveyed	Authorized	Corrected	Dispatched
Fashioned	Diagnosed	Dispatched	Copied	Carried out	Created	Encouraged
Founded	Educated	Executed	Corrected	Chaired	Critiqued	Explained
Illustrated	Expedited	Generated	Defined	Coached	Designed	Followed
Instituted	Facilitated	Implemented	Documented	Completed	Developed	Helped
Integrated	Familiarized	Inspected	Gathered	Conducted	Diagnosed	Positive
Introduced	Guided	Monitored	Informed	Consulted	Discovered	Shared
Invented	Referred	Operated	Kept records	Delegated	Dissected	Met goals
Originated	Rehabilitated	Organized	Memorized	Demonstrated	Examined	Team built
Performed	Represented	Prepared	Proofread	Determined	Explored	Volunteered
Planned	Serviced	Processed	Questioned	Devised	Problem – solved	
Published	Supported	Purchased	Reviewed	Directed	Proposed	
Revitalized	Tended	Recorded	Specified	Enlisted	Researched	
Shaped	Tutored	Retrieved	Studied	Facilitated	Resolved	
		Screened	Surveyed	Headed	Revised	
		Specified	Tabulated	Initiated	Searched	
		Systematized	Tested	Launched	Studied	
		Tabulated	Verified	Motivated	Tracked	
		Validates		Negotiated	Troubleshoot	
				Nominated	Uncovered	
				Presided		

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