



### **Resume Action Verbs**

## **Communication/People Skills:**

Addressed	Composed	Develop	Furnished	Lectured	Participated	Reported
Advertised	Concluded	Directed	Helped	Listened	Persuaded	Resolved
Arbitrated	Condensed	Discussed	Identified	Manipulated	Presented	Responded
Argued	Conferred	Dispatched	Incorporated	Marketed	Promoted	Sold
Arranged	Consulted	Distinguished	Influenced	Medicated	Proposed	Solicited
Articulated	Contracted	Drafted	Interacted	Moderated	Publicized	Specified
Authored	Conveyed	Edited	Interpreted	Motivated	Read	Spoke
Briefed	Convinced	Elicited	Interviewed	Merged	Reasoned	Suggested
Clarified	Corresponded	Enlisted	Involved	Negotiated	Reconciled	Summarized
Closed	Created	Explained	Joined	Observed	Recruited	Synthesized
Collaborated	Debated	Expressed	Judged	Obtained	Referred	Translated
Communicated	Defined	Formulated	Led	Outline	Rejoined	Wrote

#### **Creative Skills:**

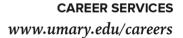
Abstracted	Customized	Established	Imported	Memorized	Photographed	Set
Acted	Designed	Explored	Initiated	Modeled	Planned	Solidified
Adapted	Developed	Fashioned	Innovated	Modernized	Published	Solved
Began	Devised	Formulated	Instituted	Modified	Remodeled	Summarized
Combined	Directed	Founded	Integrated	Originated	Revised	Synthesized
Composed	Discriminated	Generated	Introduced	Painted	Revitalized	Translated
Conceptualized	Displayed	Illustrated	Invented	Perceived	Shaped	Visualized
Condensed	Drew	Imagined	Launched	Performed	Shared	Wrote
Created	Entertained					

### Management/Leadership Skills:

Accentuated	Contracted	Enforced	Headed	Motivated	Recommended	Streamlined
Administered	Controlled	Enhanced	Hosted	Navigated	Recovered	Strengthened
Advanced	Converted	Envisioned	Implemented	Organized	Recruited	Supervised
Analyzed	Coordinated	Established	Improved	Overhauled	Reorganized	Terminated
Appointed	Decided	Evaluated	Incorporated	Oversaw	Restored	Trained
Approved	Delegated	Executed	Increased	Performed	Restructured	Transformed
Assigned	Developed	Expanded	Initiated	Planned	Reviewed	Tripled
Caused	Directed	Fine Tuned	Inspected	Presided	Salvaged	Troubleshoot
Changed	Doubled	Founded	Led	Prioritized	Saved	
Considered	Eliminated	Generated	Managed	Produced	Scheduled	Vended
Consolidated	Emphasized	Handled	Merged	Quadrupled	Secured	
Consolidated	Emphasized	Handled	Merged	Quadrupled	Secured	

#### **Data/Financial Skills:**

Accounted For	Budgeted	Detailed	Financed	Marketed	Projected	Solved
Adjusted	Calculated	Determined	Forecasted	Maximized	Purchased	Tested
Allocated	Checked	Dispensed	Grossed	Measured	Qualified	Totaled
Appraised	Compounded	Dispersed	Increased	Multiplied	Quantified	Trimmed
Approximated	Computed	Estimated	Speed	Netted	Reconciled	Upgraded
Assessed	Conserved	Earned	Inventoried	Prepared	Reduced	Underwrote
Audited	Corrected	Extracted	Maintained	Programmed	Researched	Yielded
Balanced	Decreased	Figured	Managed	Profited	Retrieved	rielded





# **Helping Skills:**

Accommodated Adjusted Advised Advocated Aided Alleviated Answered Assisted	Assured Attended Augmented Backed Cared Clarified Coached Collaborated	Consoled Contributed Cooperated Counseled Diagnosed Directed Eased Educated	Elevated Encouraged Endorsed Ensured Expedited Facilitated Familiarized Fostered	Furthered Guided Helped Integrated Insured Interceded Intervened Led	Listened Mentored Mobilized Motivated Perceived Prevented Protected Rehabilitated	Rendered Represented Resolved Safeguarded Serviced Supported Volunteered
Organization/Da		Educated	rostereu	Leu	Renaumated	
Accomplished Approved Arranged Catalogued Charted	Collected Completed Configured Dispatched Enforced	Executed Facilitated Filed Followed Generated	Incorporated Logged Maintained Monitored Operated	Organized Prepared Processed Purchased Recorded	Retained Routed Scheduled Screened Standardized	Systematized Tabulated Updated Validated Verified
Research Skills:						
Analyzed Archived Branded Clarified Conducted Compared	Critiqued Decided Detected Determined Diagnosed Differentiated	Documented Evaluated Examined Explored Extrapolated Filed	Formulated Gathered Hypothesized Inspected Invented Investigated	Linked Measured Observed Perceived Published Recognized	Recorded Researched Reviewed Scanned Studied Solved	Summarized Surveyed Synthesized Tested Unearthed Wrote
Teaching Skills:						
Adapted Adopted Benchmarked Briefed Challenged	Clarified Coached Conducted Coordinated Counseled	Demonstrated Developed Empowered Encouraged Enlightened	Evaluated Facilitated Focused Guided Individualized	Influenced Initiated Instilled Instructed Modeled	Motivated Persuaded Schooled Shaped Stimulated	Taught Trained Tutored Validated Valued
Technical Skills:						
Accelerated Acclimated Activated Adhered Adjusted Assembled Automated Balanced Built Calculated Centralized	Challenged Channeled Charted Circulated Computed Conceived Conserved Constructed Converted Coordinated Debugged	Deferred Demonstrated Designed Detected Determined Devised Diagrammed Diversified Drafted Engineered Excelled	Expanded Expedited Fabricated Formed Fortified Generated Improved Increased Installed Interfaced Launched	Maintained Mastered Modified Molded Networked Operated Overhauled Packaged Pioneered Prepared Printed	Processed Programmed Rebuilt Reconstructed Rectified Regulated Remodeled Repaired Replaced Restored Revamped	Solved Specialized Standardized Streamlined Studied Surveyed Systematized Upgraded Utilized Wrote
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