

## Action Verbs -- By Skills Categories

Remember to use these verbs to describe your skills and accomplishments when writing your resume and cover letters -- to increase the strength of your writing and make potential employers take notice!

### Communication/People Skills   Creative Skills   Data/Financial Skill

- |                |               |                  |                |
|----------------|---------------|------------------|----------------|
| • Addressed    | • Promoted    | • Acted          | • Administered |
| • Advertised   | • Proposed    | • Adapted        | • Adjusted     |
| • Arbitrated   | • Publicized  | • Began          | • Allocated    |
| • Arranged     | • Reconciled  | • Combined       | • Analyzed     |
| • Articulated  | • Recruited   | • Composed       | • Appraised    |
| • Authored     | • Referred    | • Conceptualized | • Assessed     |
| • Clarified    | • Reinforced  | • Condensed      | • Audited      |
| • Collaborated | • Reported    | • Created        | • Balanced     |
| • Communicated | • Resolved    | • Customized     | • Budgeted     |
| • Composed     | • Responded   | • Designed       | • Calculated   |
| • Condensed    | • Solicited   | • Developed      | • Computed     |
| • Conferred    | • Specified   | • Directed       | • Conserved    |
| • Consulted    | • Spoke       | • Displayed      | • Corrected    |
| • Contacted    | • Suggested   | • Drew           | • Determined   |
| • Conveyed     | • Summarized  | • Entertained    | • Developed    |
| • Convinced    | • Synthesized | • Established    | • Estimated    |
| • Corresponded | • Translated  | • Fashioned      | • Forecasted   |
| • Debated      | • Wrote       | • Formulated     | • Managed      |
| • Defined      |               | • Founded        | • Marketed     |
| • Developed    |               | • Illustrated    | • Measured     |
| • Directed     |               | • Initiated      | • Netted       |
| • Discussed    |               | • Instituted     | • Planned      |
| • Drafted      |               | • Integrated     | • Prepared     |
| • Edited       |               | • Introduced     | • Programmed   |
| • Elicited     |               | • Invented       | • Projected    |
| • Enlisted     |               | • Modeled        | • Qualified    |
| • Explained    |               | • Modified       | • Reconciled   |
| • Expressed    |               | • Originated     | • Reduced      |
| • Formulated   |               | • Performed      | • Researched   |
| • Furnished    |               | • Photographed   | • Retrieved    |
| • Incorporated |               | • Planned        |                |
| • Influenced   |               | • Revised        |                |
| • Interacted   |               | • Revitalized    |                |
| • Interpreted  |               | • Shaped         |                |
| • Interviewed  |               | • Solved         |                |
| • Involved     |               |                  |                |
| • Joined       |               |                  |                |
| • Judged       |               |                  |                |
| • Lectured     |               |                  |                |
| • Listened     |               |                  |                |
| • Marketed     |               |                  |                |
| • Mediated     |               |                  |                |
| • Moderated    |               |                  |                |
| • Negotiated   |               |                  |                |
| • Observed     |               |                  |                |
| • Outlined     |               |                  |                |
| • Participated |               |                  |                |
| • Persuaded    |               |                  |                |
| • Presented    |               |                  |                |

# Helping Skills Management/Leadership Skills Organizational Skills

- Adapted
  - Advocated
  - Aided
  - Answered
  - Arranged
  - Assessed
  - Assisted
  - Clarified
  - Coached
  - Collaborated
  - Contributed
  - Cooperated
  - Counseled
  - Demonstrated
  - Diagnosed
  - Educated
  - Encouraged
  - Ensured
  - Expedited
  - Facilitated
  - Familiarized
  - Furthered
  - Guided
  - Helped
  - Insured
  - Intervened
  - Motivated
  - Prevented
  - Provided
  - Referred
  - Rehabilitated
  - Represented
  - Resolved
  - Simplified
  - Supplied
  - Supported
  - Volunteered
- 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
  - Navigated
  - Organized
  - Originated
  - Overhauled
  - Oversaw
  - Planned
  - Presided
  - Prioritized
  - Produced
  - Recommended
  - Reorganized
  - Replaced
  - Restored
  - Reviewed
- Scheduled
  - Secured
  - Selected
  - Streamlined
  - Strengthened
  - Supervised
  - Terminated
- Approved
  - Arranged
  - Catalogued
  - Categorized
  - Charted
  - Classified
  - Coded
  - Collected
  - Compiled
  - Corrected
  - Corresponded
  - Distributed
  - Executed
  - Filed
  - Generated
  - Incorporated
  - Inspected
  - Logged
  - Maintained
  - Monitored
  - Obtained
  - Operated
  - Ordered
  - Organized
  - Prepared
  - Processed
  - Provided
  - Purchased
  - Recorded
  - Registered
  - Reserved
  - Responded
  - Reviewed
  - Routed
  - Scheduled
  - Screened
  - Submitted
  - Supplied
  - Standardized
  - Systematized
  - Updated
  - Validated
  - Verified

## Research Skills

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

## Teaching Skills

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

## Technical Skills

- Adapted
- Applied
- 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