**Action Verbs for Resumes**

**Action Verbs**: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

**Management Skills**

administered

analyzed

assigned

chaired

consolidated

contracted

coordinated

developed

directed

evaluated

executed

improved

increased

organized

oversaw

planned

prioritized

produced

recommended

reviewed

scheduled

strengthened

supervised.

**Communication Skills**

arranged

authored

collaborated

convinced

developed

directed

drafted/edited

formulated

interpreted

mediated

moderated

negotiated

persuaded

promoted

publicized

reconciled

recruited

translated

wrote

**Research Skills**

clarified

collected

critiqued

diagnosed

evaluated

examined

extracted

identified

inspected

interpreted

interviewed

investigated

organized

reviewed

summarized

surveyed

**Technical Skills**

assembled

built/calculated

computed

designed

devised

engineered

fabricated

maintained

operated

overhauled

programmed

remodeled

repaired

solved

upgraded

**Teaching Skills**

adapted

advised

clarified

coached

communicated

coordinated

demystified

developed

enabled

encouraged

evaluated

explained

facilitated

guided

informed

instructed

persuaded

set goals

stimulated

trained

**Financial Skills**

allocated

analyzed

appraised

audited

balanced

budgeted

calculated

computed

developed

forecasted

managed

marketed

planned

projected

researched

**Creative Skills**

acted

created

customized

designed

developed

directed

established

founded

illustrated

initiated

instituted

integrated

introduced

invented

originated

performed

planned

revitalized

shaped

**Helping Skills**

assessed

assisted

clarified

coached

counseled

demonstrated

diagnosed

educated

expedited

facilitated

familiarized

guided

motivated

referred

rehabilitated

represented

**Clerical or Detail Skills**

approved

arranged

catalogued

classified

collected

compiled

dispatched

executed

generated

implemented

inspected

monitored

operated

organized

prepared

processes

purchased

recorded