

**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