

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