

Action Verbs for Accomplishment Statements

COMMUNICATION & TEAMWORK SKILLS

Addressed
Arbitrated
Authored
Composed
Communicated
Competed
Contacted
Conveyed
Corresponded
Demonstrated
Directed
Drafted
Edited
Encouraged
Enlisted
Exchanged
Explained
Initiated
Influenced
Informed
Instructed
Interpreted
Introduced
Lectured
Mediated
Moderated
Motivated
Negotiated
Notified
Participated
Presented
Persuaded
Promoted
Proofread
Publicized
Represented
Resolved
Responded
Supported
Wrote

TECHNICAL & RESEARCH SKILLS

Acquired
Activated
Administered
Analyzed
Applied
Assessed
Briefed
Calculated
Catalogued
Categorized
Channeled
Clarified
Coded
Collected
Compared
Compiled
Computed
Conducted
Contrasted
Defined
Delivered
Drafted
Evaluated
Examined
Experimented
Explored
Formulated
Implemented
Inquired
Inspected
Installed
Interpreted
Interviewed
Investigated
Mastered
Monitored
Operated
Processed
Programmed
Protected

Provided
Published
Recorded
Regulated
Repaired
Reported
Reviewed
Shared
Simulated
Solved
Studied
Summarized
Supported
Surveyed
Systematized
Tested
Trained
Translated
Tutored
Updated

LEADERSHIP SKILLS

Achieved
Clarified
Decided
Delegated
Effectuated
Enhanced
Exceeded
Excelled
Headed
Improved
Inspired
Instigated
Led
Marketed
Motivated
Participated
Presided
Recommended
Revitalized
Succeeded
Tailored

MANAGEMENT & ORGANIZATIONAL SKILLS

Administered
Anticipated
Approved
Arranged
Assembled
Assigned
Catalogued
Classified
Completed
Conducted
Controlled
Coordinated
Correlated
Determined
Directed
Eliminated
Engineered
Evaluated
Executed
Expanded
Fixed
Implemented
Improved
Increased
Maintained
Managed
Oversaw
Perceived
Planned
Prepared
Procured
Provided
Recommended
Scheduled
Shaped
Solved
Specified
Succeeded
Supervised
Visualized

CREATIVE

Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Memorized
Originated
Performed
Planned
Revitalized
Shaped
Sketched

FINANCIAL

Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Estimated
Financed
Forecasted
Minimized
Multiplied
Projected
Purchased
Raised
Rated
Reconciled
Secured
Submitted
Transferred