

Action Verbs by Skill Set

First identify 2-5 of the skills that the employer is looking for in the job description. Then scan through the list of verbs and select those that describe activities you have done in your academics, volunteer and work experience. Continue down the list until you have identified a handful of examples that demonstrate your competency using this skill. Make sure you arrange your resume in such a way as to highlight the most significant of these. Resume action verbs are words that introduce accomplishments and are used at the beginning of your bullet points (SAR statements).

COMMUNICATION SKILLS

Addressed	Collaborated	Corresponded	Edited	Influenced	Negotiated
Advertised	Communicated	Debated	Explained	Interviewed	Presented
Articulated	Composed	Directed	Facilitated	Marketed	Proposed
Authored	Consulted	Discussed	Formulated	Mediated	Summarized
Clarified	Conveyed	Documented	Identified	Moderated	Wrote

TECHNICAL SKILLS

Allocated	Calibrated	Designed	Installed	Programmed	Systemized
Applied	Coded	Developed	Investigated	Prototyped	Tested
Assembled	Collocated	Diagnosed	Maintained	Provisioned	Updated
Audited	Conceptualized	Drafted	Measured	Re-engineered	Upgraded
Authenticated	Configured	Drew	Modeled	Remodeled	Validated
Automated	Constructed	Engineered	Operated	Repaired	Verified
Backed-up	Created	Fabricated	Optimized	Reverse engineered	Virtualized
Bridged	Customized	Hosted	Painted	Simulated	Visualized
Built	Debugged	Illustrated	Photographed	Soldered	Web-enabled
Calculated	Deployed	Implemented	Prepared	Standardized	

DESIGN SKILLS

Animated	Constructed	Displayed	Illustrated	Painted	Remodeled
Assembled	Created	Drafted	Innovated	Rebuilt	
Built	Customized	Drew	Integrated	Redesigned	
Conceptualized	Designed	Fabricated	Imagined	Reimaged	

ANALYTICAL / RESEARCH SKILLS

Analyzed	Clarified	Compiled	Detected	Generated	Researched
Assessed	Classified	Converted	Evaluated	Identified	Solved
Audited	Collected	Critiqued	Examined	Predicted	Summarized
Calculated	Compared	Deduced	Experimented	Quantified	Synthesized

INTERPERSONAL / HELPING OTHERS SKILLS

Advised	Connected	Educated	Initiated	Participated	Served
Assisted	Contributed	Facilitated	Instructed	Recognized	Supported
Clarified	Coordinated	Guided	Led	Referred	Trained
Coached	Counselled	Helped	Mentored	Represented	
Collaborated	Directed	Informed	Motivated	Resolved	

PROJECT MANAGEMENT SKILLS

Accounted for	Audited	Delivered	Forecasted	Outsourced	Reversed
Allocated	Benchmarked	Eliminated	Implemented	Planned	Reviewed
Anticipated	Calculated	Engaged	Leveraged	Prioritized	Solved
Assessed	Collaborated	Ensured	Managed	Provisioned	Sourced
Assigned	Complied	Estimated	Mitigated	Reorganized	Troubleshooted
Assumed	Delegated	Examined	Monitored	Researched	Vetted