

List of Action Verbs for Resumes and Professional Profiles

Read through all of the categories and check off those that are relevant to describe your work experience. They are especially effective for stressing accomplishments and achievements. Information was obtained from Yana Parker's Resume Pro: The Professional Guide. List developed by Linda Bodinger.

MANAGEMENT/LEADERSHIP SKILLS

Administered	Analyzed	Appointed	Approved
Assigned	Attained	Authorized	Chaired
Considered	Consolidated	Contracted	Controlled
Developed	Directed	Eliminated	Emphasized
Enforced	Enhanced	Established	Executed
Generated	Handled	Headed	Hired
Hosted	Improved	Incorporated	Increased
Initiated	Inspected	Instituted	Led
Managed	Merged	Motivated	Organized
Originated	Overhauled	Oversaw	Planned
Presided	Prioritized	Produced	Recommended
Reorganized	Replaced	Restored	Reviewed
Scheduled	Secured	Selected	Streamlined
Strengthened	Supervised	Terminated	

COMMUNICATION/PEOPLE SKILLS

Addressed	Advertised	Arbitrated	Arranged
Articulated	Authored	Clarified	Collaborated
Communicated	Composed	Condensed	Conferred
Consulted	Contacted	Conveyed	Convinced
Corresponded	Debated	Defined	Described
Developed	Directed	Discussed	Drafted
Edited	Elicited	Enlisted	Explained
Expressed	Formulated	Furnished	Incorporated
Influenced	interacted	Interpreted	Interviewed
Involved	Joined	Judged	Lectured
Listened	Marketed	Mediated	Moderated
Negotiated	Observed	Outlined	Participated
Persuaded	Presented	Promoted	Proposed
Publicized	Reconciled	Recruited	Referred
Reinforced	Reported	Resolved	Responded
Solicited	Specified	Spoke	Suggested
Summarized	Synthesized	Translated	Wrote

RESEARCH SKILLS

Analyzed	Clarified	Collected	Compared
Conducted	Critiqued	Detected	Determined
Diagnosed	Evaluated	Examined	Experimented
Explored	Extracted	Formulated	Gathered
Identified	inspected	Interpreted	Interviewed
Invented	Investigated	Located	Measures
Organized	Researched	Reviewed	Searched
Solved	Specialized	Replaced	Restored
Upgraded	Utilized	Standardized	Studied

TECHNICAL SKILLS

Adapted	Applied	Clarified	Coached
Converted	Debugged	Designed	Determined
Developed	Engineered	Fabricated	Fortified
Installed	Maintained	Operated	Overhauled
Printed	Programmed	Rectified	Regulated
Remodeled	Repaired	Replaced	Restored
Solved	Specialized	Standardized	Studied
Upgraded	Utilized		

TEACHING SKILLS

Adapted	Advised	Clarified	Coached
Communicated	Conducted	Coordinated	Critiqued
Developed	Enabled	Encouraged	Evaluated
Explained	Facilitated	Focused	Guided
Individualized	Informed	Instilled	Instructed
Motivated	Persuaded	Set Goals	Simulated
Simulated	Taught	Tested	Trained
Transmitted	Tutored		

FINANCIAL/DATA SKILLS

Administered	Adjusted	Allocated	Analyzed
Appraised	Assessed	Audited	Balanced
Budgeted	Calculated	Computed	Conserved
Corrected	Determined	Developed	Estimated
Forecasted	Managed	Marketed	Measured
Planned	Prepared	Programmed	Projected
Reconciled	Reduced	Researched	Retrieved

HELPING SKILLS

Acted	Advocated	Aided	Answered
Arranged	Assessed	Assisted	Cared for
Clarified	Coached	Collaborated	Contributed
Cooperated	Counseled	Demonstrated	Diagnosed
Educated	Encouraged	Ensured	Expedited
Facilitated	Familiarized	Furthered	Guided
Helped	Insured	Intervened	Motivated
Prevented	Provided	Referred	Rehabilitated
Represented	Resolved	Simplified	Supplied
Supported			
Volunteered			

Organization/Detail Skills

Approved	Arranged	Catalogued	Categorized
Charted	Classified	Coded	Collected
Compiled	Corrected	Corresponded	Distributed
Executed	Field	Generated	Implemented
Incorporated	Inspected	Logged	Maintained
Monitored	Obtained	Operated	Ordered
Organized	Prepared	Processed	Provided
Purchased	Recorded	Registered	Reserved
Responded	Reviewed	Routed	Scheduled
Screened	Set Up	Submitted	Supplied
Standardized	Systematized	Updated	Verified

MORE VERBS FOR ACCOMPLISHMENTS

Achieved	Acted	Adapted	Completed
Composed	Conceptualized	Condensed	Combined
Created	Customized	Designed	Developed
Directed	Displayed	Drew	Entertained
Established	Fashioned	Formulated	Founded
Illustrated	Initiated	Instituted	Improved
Integrated	Introduced	Invented	Modeled
Modified	Originated	Performed	Photographed
Planned	Revised	Reduced (losses)	Restored
Revitalized	Shaped	Solved	Spearheaded
Succeeded	Surpassed	Transformed	Won