**Sample Action Verbs**

Planning Skills

Conceived

Created

Designed

Developed

Devised

Engineered

Established

Estimated

Experimented

Formed

Formulated

Initiated

Innovated

Instituted

Invented

Justified

Laid out

Organized

Originated

Planned

Projected

Reorganized

Revised

Scheduled

Solved

Systematized

Tailored

Transformed

Skills in Assuming Responsibility

Accepted

Achieved

Adopted

Arranged

Compiled

Developed

Established

Evaluated

Handled

Implemented

Improved

Initiated

Installed

Maintained

Operated

Performed

Prepared

Produced

Reviewed

Simplified

Sold

Skills in Working with Others

Administered

Advised

Approved

Authorized

Conducted

Consulted

Contributed

Controlled

Coordinated

Counseled

Decided

Delegated

Determined

Directed

Enlisted

Facilitated

Guided

Headed

Inspired

Instructed

Interpreted

Led

Managed

Negotiated

Participated

Recommended

Supervised

Trained

Investigative Skills

Analyzed

Assessed

Calculated

Computed

Correlated

Evaluated

Observed

Proved

Researched

Reviewed

Studied

Verified

Experimented

Projected

Source: http://www.indiana.edu/~career/services/crl/documents/Resum121.pdf