

# **SAMPLE RESUME ACTION VERBS**

## **Clerical or Detail Work:**

Approved	Generated	Purchased
Arranged	Implemented	Recorded
Catalogued	Inspected	Retrieved
Classified	Monitored	Screened
Collected	Operated	Specified
Compiled	Organized	Systematized
Dispatched	Prepared	Tabulated
Executed	Processed	Validated

## **Communication Skills:**

Addressed	Enlisted	Persuaded
Arbitrated	Formulated	Presented
Arranged	Influenced	Promoted
Authored	Interpreted	Publicized
Corresponded	Lectured	Recruited
Directed	Moderated	Translated
Drafted	Motivated	Wrote
Edited	Negotiated	

## **Creative Skills:**

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

## **Financial Skills:**

Administered	Balanced	Managed
Allocated	Calculated	Marketed
Analyzed	Computed	Planned
Appraised	Developed	Projected
Audited	Forecast	Researched

## **Helping Skills:**

Assessed	Demonstrated	Familiarized
Assisted	Diagnosed	Guided
Clarified	Educated	Referred
Coached	Expedited	Rehabilitated
Counseled	Facilitated	Represented

**Management Skills:**

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Contracted  
Consolidated  
Coordinated  
Delegated

Developed  
Directed  
Enhanced  
Evaluated  
Executed  
Improved  
Increased  
Organized  
Oversaw

Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

**Research Skills:**

Clarified  
Collected  
Critiqued  
Determined  
Diagnosed  
Evaluated

Examined  
Extracted  
Inspected  
Interpreted  
Interviewed  
Investigated

Organized  
Reviewed  
Summarized  
Surveyed  
Systematized

**Teaching Skills:**

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Developed

Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed

Initiated  
Instructed  
Persuaded  
Stimulated

**Technical Skills:**

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised

Engineered  
Fabricated  
Maintained  
Operated  
Overhauled  
Programmed

Remodeled  
Repaired  
Solved  
Trained  
Upgraded