



OFFICE OF
CAREER SERVICES

Resume Action Verbs

Listed below are samples of actions verbs that should be used to define your job descriptions. The underlined words are especially good for pointing out accomplishments.

Management Skills:

Administered, Analyzed, Assigned, Attained, Chaired, Consolidated, Contracted, Coordinated, Developed, Delegated, Directed, Evaluated, Executed, Improved, Increased, Organized, Oversaw, Planned, Prioritized, Produced, Recommended, Reviewed, Scheduled, Strengthened, Supervised

Communication Skills:

Addressed, Arbitrated, Arranged, Authored, Convinced, Corresponded, Developed, Directed, Drafted, Edited, Enlisted, Formulated, Influenced, Interpreted, Lectured, Mediated, Moderated, Negotiated, Persuaded, Promoted, Publicized, Reconciled, Recruited, Spoke, Translated, Wrote

Research Skills:

Clarified, Collected, Critiqued, Diagnosed, Evaluated, Extracted, Identified, Inspected, Interpreted, Interviewed, Investigated, Organized, Reviewed, Summarized, Surveyed

Technical Skills:

Assembled, Built, Calculated, Computed, Designed, Devised, Engineered, Fabricated, Maintained Operated, Overhauled, Programmed, Remodeled, Repaired, Solved, Upgraded

Teaching Skills:

Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Instructed, Persuaded, Set Goals, Stimulated, Trained

Financial Skills:

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

Creative Skills:

Conceptualized, Created, Customized, Designed, Developed, Directed, Established, Fashioned, Founded, Illustrated, Initiated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized, Shaped

Helping Skills:

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

Clerical or Detail Skills:

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

More Verbs for Accomplishments:

Achieved, Expanded, Improved, Pioneered, Reduced (losses), Resolved (problems), Restored, Spearheaded, Transformed

