

RESUME ACTION VERBS

MANAGEMENT & LEADERSHIP SKILLS

administered analyzed appointed
assigned authorized chaired
consolidated controlled converted
coordinated decided delegated
developed directed eliminated enforced
enhanced established executed
generated handled hired hosted
improved incorporated increased
initiated inspected led managed
motivated organized oversaw planned
prioritized produced recommended
reorganized restored reviewed
scheduled streamlined strengthened
supervised terminated

COMMUNICATION & PEOPLE SKILLS

addressed articulated authored
collaborated communicated composed
conferred consulted contacted conveyed
corresponded debated defined
described developed directed discussed
drafted edited elicited explained
incorporated interacted interpreted
interviewed involved listened marketed
moderated negotiated observed outlined
participated presented promoted
proposed publicized reconciled recruited
referred reported resolved responded
specified suggested summarized
translated

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 measured organized
researched searched solved summarized
surveyed systematized tested

FINANCIAL & DATA SKILLS

administered adjusted allocated analyzed
assessed audited balanced calculated
computed conserved corrected
determined developed estimated
forecasted managed marketed measured
planned programmed projected
reconciled reduced researched tested

RESUME ACTION VERBS

CREATIVE SKILLS

adapted combined conceptualized
condensed created customized
designed developed directed
displayed established fashioned
founded illustrated initiated
instituted integrated introduced
invented modeled modified
performed planned revised
revitalized

ORGANIZATION & DETAIL SKILLS

approved arranged categorized
compiled corresponded distributed
executed generated implemented
incorporated logged maintained
obtained operated organized
prepared provided recorded
registered responded reviewed
scheduled submitted updated
verified

TECHNICAL SKILLS

adapted assembled built
calculated computed conserved
constructed converted debugged
designed determined developed
engineered fabricated fortified
installed maintained operated
printed programmed rectified
regulated remodeled repaired
replaced restored solved
specialized standardized studied
upgraded utilized

HELPING SKILLS

adapted advocated aided
answered arranged assessed
assisted clarified coached
collaborated contributed cooperated
counseled demonstrated educated
encouraged ensured expedited
facilitated furthered guided
helped insured intervened motivated
provided referred
rehabilitated presented resolved
simplified supported