

Action Verbs

Use Action verbs to maximize your resume. They help your resume tell the story of why you're a good fit for the job and are often the first words that hiring manager's see after your name.

<p><u>Communication Skills</u> addressed advised arranged authorized collaborated communicated composed corresponded defined developed directed drafted edited enlisted formulated influenced incorporated interacted interpreted lectured moderated motivated negotiated persuaded presented promoted proposed publicized questioned reconciled recruited reported resolved reviewed spoke summarized translated wrote</p>	<p><u>Creative Skills</u> acted adapted composed created customized designed developed directed established founded illustrated implemented initiated integrated introduced invented launched marketed originated performed planned promoted proposed</p>	<p>generated implemented inspected maintained modified monitored operated organized oversaw prepared processed purchased recorded reduced reorganized retrieved scheduled screened streamlined transformed updated verified</p> <p><u>Financial Skills</u> administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted generated managed planned projected researched reconciled reported</p>	<p><u>Helping/ Teamwork Skills</u> adapted adjusted advocated aided assessed assisted clarified coached collaborated contributed counseled demonstrated diagnosed diversified educated encouraged exceeded expedited facilitated familiarized gathered guided helped partnered participated prepared referred rehabilitated represented resolved simplified supplied supported volunteered</p>
	<p><u>Detail Skills/ Organization/ Clerical</u> administered advanced approved arranged assisted catalogued categorized centralized classified collected compiled consolidated dispatched executed filed</p>		

<u>Management/ Leadership</u>	<u>Research Skills</u>	<u>Teaching Skills</u>	<u>Technical Skills</u>
<p> achieved acquired administered analyzed anticipated appointed approved assigned attained authorized chaired contracted consolidated coordinated delegated developed directed enhanced established evaluated executed generated handled headed hired improved incorporated increased initiated interviewed led negotiated organized oversaw planned prioritized produced recommended recruited reorganized resolved reviewed scheduled streamlined strengthened supervised </p>	<p> analyzed assessed audited calculated clarified collected compared critiqued diagnosed evaluated examined explored extracted forecasted identified inspected interpreted interviewed investigated measured organized reviewed summarized surveyed tested tracked </p>	<p> adapted administered advised aided anticipated assessed clarified coached collaborated communicated conducted coordinated counseled critiqued designed developed educated empowered encouraged engaged evaluated explained facilitated goal setting guided informed initiated instructed managed modeled motivated persuaded presented taught tested trained tutored </p>	<p> assembled built calculated computed constructed designed devised engineered enhanced equipped fabricated implemented improved inspected installed maintained operated overhauled performed planned programmed qualified remodeled repaired restored solved trained upgraded utilized </p>