



Resume Action Verbs

Start your bullets with action verbs that describe work duties and accomplishments – avoid using “I” statements. On this side, you will find skill sets that are considered desirable by a broad range of employers. For assistance with your resume, please consult the “Creating a ‘Results’ Resume” handout or contact Career Services.

Communication Skills	Teamwork & Interpersonal	Analytical Skills	Organizational Skills	Leadership & Management	Creative Skills
Addressed	Advised	Adjusted	Arranged	Administered	Acted
Advised	Arranged	Aligned	Categorized	Analyzed	Composed
Arbitrated	Collaborated	Assembled	Classified	Anticipated	Conceived
Articulated	Communicated	Calculated	Collaborated	Assessed	Conceptualized
Clarified	Conducted	Calculated	Collected	Assigned	Created
Connected	Consulted	Catalogued	Compiled	Attained	Designed
Corresponded	Contributed	Clarified	Coordinated	Chaired	Developed
Defined	Conveyed	Computed	Developed	Consolidated	Directed
Developed	Convinced	Created	Filed	Contracted	Established
Drafted	Coordinated	Critiqued	Generated	Coordinated	Fashioned
Edited	Created	Detailed	Implemented	Delegated	Founded
Explained	Demonstrated	Devised	Improved	Developed	Illustrated
Formulated	Developed	Drafted	Incorporate	Directed	Improvised
Integrated	Directed	Engineered	Maintained	Empowered	Integrated
Interpreted	Endorsed	Financed	Placed	Evaluated	Introduced
Interviewed	Entertained	Organized	Planned	Executed	Invented
Led	Hosted	Programmed	Processed	Improved	Originated
Listened	Influenced	Refined	Proposed	Increased	Performed
Mediated	Informed	Restructured	Sorted	Initiated	Planned
Moderated	Mediated	Reviewed	Systemized	Maintained	Revitalized
Negotiated	Motivated	Revised		Monitored	Shaped
Organized	Negotiated	Solved		Obtained	Translated
Persuaded	Performed	Structured		Organized	
Presented	Planned	Summarized		Overhauled	
Promoted	Promoted	Synthesized		Oversaw	
Proposed	Recommended	Systemized		Planned	
Publicized	Recruited	Updated		Prioritized	
Read	Represented			Produced	
Spoke	Sponsored			Recommended	
Summarized	Supported			Restructured	
Synthesized				Strengthen	
Translated				Supervised	
				Supported	

Research Skills	Manual Skills	Teaching & Service	Selling Skills	Financial Skills	Problem-Solving Skills
Analyzed	Adjusted	Assessed	Advised	Allocated	Adapted
Assembled	Assembled	Contracted	Asked	Analyzed	Adjusted
Collaborated	Built	Collaborated	Calculated	Appraised	Allocated
Collected	Cleaned	Coordinated	Closed	Audited	Analyzed
Communicated	Constructed	Corrected	Communicated	Balanced	Assessed
Compiled	Controlled	Counseled	Compared	Budgeted	Clarified
Conducted	Created	Demonstrated	Contacted	Calculated	Collaborated
Demonstrated	Cut	Designed	Contracted	Compared	Completed
Designed	Demonstrated	Developed	Convinced	Compiled	Consulted
Devised	Devised	Encouraged	Differentiated	Computed	Created
Diagnosed	Dismantled	Evaluated	Influenced	Correlated	Decided
Equated	Drafted	Facilitated	Informed	Examined	Delegated
Evaluated	Drew	Fostered	Inspected	Forecasted	Designed
Examined	Estimated	Guided	Negotiated	Formulated	Developed
Extracted	Evaluated	Identified	Persuaded	Leveraged	Devised
Formulated	Fixed	Implemented	Promoted	Managed	Diagnosed
Identified	Inspected	Improved	Recommended	Maximized	Endorsed
Inspected	Maintained	Inspired	Represented	Planned	Ensured
Interviewed	Monitored	Integrated	Reviewed	Processed	Established
Investigated	Operated	Lectured		Projected	Examined
Maintained	Operated	Led		Recognized	Executed
Measured	Programmed	Listened		Reconciled	Expedited
Observed	Repaired	Mediated		Recorded	Finalized
Operated	Scheduled	Moderated		Reduced	Identified
Questioned	Tabulated	Monitored		Reported	Implemented
Recognized		Persuaded		Verified	Improved
Refined		Planned			Improvised
Surveyed		Presented			Incorporated
Synthesized		Responded			Initiated
Tabulated		Summarized			Innovated
Tested		Taught			Instituted
Theorized					Invented
Verified					Managed
Wrote					Maximized
					Mediated
					Negotiate
					Recognized
					Restructured
					Solved
					Streamlined
					Suggested
					Troubleshooted