

# Career Center

## Action Verbs

*The following is a list of action verbs that should help you in describing your experiences and activities on your resume:*

### Management Skills

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

### Communication Skills

Addressed  
Arbitrated  
Arranged  
Authored  
Collaborated  
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  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized

### 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  
Demystified  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Persuaded  
Set goals  
Stimulated  
Trained

### Financial Skills

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

### Creative Skills

Acted  
Conceptualized  
Created  
Developed  
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

### Detail Skills

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

### Accomplishment Verbs

Achieved  
Expanded  
Improved  
Pioneered  
Reduced  
Resolved  
Restored  
Spearheaded  
Transformed