

## Resume Action Verbs

### Communication Skills

Addressed  
Advertising  
Amplified  
Arranged  
Authored  
Bridged  
Broadened  
Canvassed  
Cautioned  
Challenged  
Clarified  
Collaborated  
Composed  
Considered  
Consulted  
Contacted  
Conveyed  
Convinced  
Counseled  
Corresponded  
Defined  
Directed  
Discussed  
Drafted  
Edited  
Enlisted  
Explained  
Expressed  
Framed  
Forged  
Formulated  
Incorporated  
Influenced  
Informed  
Interacted  
Involved  
Marketed  
Mediated  
Negotiated  
Observed  
Outlined  
Presented  
Promoted  
Proposed  
Publicized  
Questioned  
Recruited  
Reviewed  
Scrutinized  
Solicited  
Spoke  
Summarized  
Synthesized  
Wrote

### Creative Skills

Accentuated  
Acted  
Adapted  
Articulated  
Combined  
Composed  
Customized  
Described  
Diagrammed  
Displayed  
Designed  
Developed  
Directed  
Drew  
Entertained  
Established  
Exhibited  
Fashioned  
Formulated  
Founded  
Generated  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Pioneered  
Planned  
Played  
Recorded  
Remodeled  
Revamped  
Revised  
Shaped  
Solved

### Financial Skills

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Bought  
Budgeted  
Calculated

Capitalized  
Closed  
Computed  
Corrected  
Determined  
Estimated  
Managed  
Marketed  
Measured  
Planned  
Prepared  
Programmed  
Projected  
Reconciled  
Reduced  
Researched  
Sold  
Solicited

### Helping Skills

Accompanied  
Adapted  
Adjusted  
Advised  
Advocated  
Aided  
Amended  
Applied  
Arranged  
Assessed  
Assisted  
Attended  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Enabled  
Encouraged  
Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Partnered  
Prepared  
Prevented  
Provided  
Referred  
Rehabilitated

Represented  
Resolved  
Served  
Simplified  
Staffed  
Supplied  
Supported  
Volunteered

### Management Skills

Achieved  
Acquired  
Administered  
Analyzed  
Anticipated  
Appointed  
Approved  
Assigned  
Authorized  
Awarded  
Blocked  
Certified  
Chaired  
Changed  
Chartered  
Contracted  
Controlled  
Converted  
Coordinated  
Decided  
Decreased  
Delegated  
Designated  
Developed  
Eliminated  
Enforced  
Enhanced  
Established  
Executed  
Expanded  
Finalized  
Generated  
Handled  
Headed  
Hired  
Hosted  
Incorporated  
Increased  
Initiated  
Instituted  
Led  
Managed  
Merged  
Navigated  
Organized

Originated  
Overhauled  
Oversaw  
Planned  
Plotted  
Predicted  
Presided  
Prioritized  
Produced  
Qualified  
Recommended  
Recognized  
Reviewed  
Scheduled  
Secured  
Selected  
Streamlined  
Stimulated  
Strengthened  
Supervised  
Terminated

### Organizational Skills

Administered  
Adopted  
Advanced  
Allotted  
Arranged  
Assessed  
Blended  
Catalogued  
Categorized  
Centralized  
Classified  
Collected  
Compiled  
Consolidated  
Corrected  
Corresponded  
Distributed  
Earned  
Executed  
Filed  
Forged  
Formalized  
Generated  
Inspected  
Lobbied  
Maintained  
Mapped  
Monitored  
Operated  
Organized  
Prepared  
Processed

Proved  
Purchased  
Recorded  
Registered  
Reorganized  
Responded  
Reviewed  
Settled  
Scheduled  
Screened  
Sought  
Submitted  
Supplied  
Standardized  
Systemized  
Targeted  
Updated  
Verified

### **Research Skills**

Analyzed  
Cited  
Classified  
Co-authored  
Collected  
Compiled  
Conducted  
Critiqued  
Detected  
Diagnosed  
Discovered  
Dissected  
Evaluated  
Examined  
Executed  
Experimented  
Explored  
Formulated  
Gathered  
Innovated  
Inspected  
Invented  
Investigated  
Located  
Measured  
Researched  
Reviewed  
Solved  
Studied  
Summarized  
Surveyed  
Systemized  
Tested

### **Teaching Skills**

Adapted  
Advised  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Cultivated  
Developed  
Devoted  
Evaluated  
Explained  
Facilitated  
Focused  
Fostered  
Graded  
Guided  
Individualized  
Informed  
Inspired  
Instilled  
Instructed  
Interacted  
Mentored  
Motivated  
Persuaded  
simulated  
Taught  
Tested  
Trained  
Translated  
Transmitted  
Tutored

### **Technical Skills (Applied)**

Assembled  
Built  
Conserved  
Constructed  
Converted  
Designed  
Determined  
Developed  
Engineered  
Enhanced  
Fabricated  
Implemented  
Improved  
Inspected  
Installed  
Overhauled  
Programmed

Regulated  
Remodel  
Repaired  
Restored  
Serviced  
Specialized  
Specified  
Standardized  
Studied  
Upgraded  
Utilized

**Yale** *Office of Career Strategy*