## **Resume Action Verbs**

## Yale Office of Career Strategy

<b>Communication Skills</b>	<b>Creative Skills</b>	Capitalized	Represented	Originated
Addressed	Accentuated	Closed	Resolved	Overhauled
Advertising	Acted	Computed	Served	Oversaw
Amplified	Adapted	Corrected	Simplified	Planned
Arranged	Articulated	Determined	Staffed	Plotted
Authored	Combined	Estimated	Supplied	Predicted
Bridged	Composed	Managed	Supported	Presided
Broadened	Customized	Marketed	Volunteered	Prioritized
Canvassed	Described	Measured	volunteered	Produced
Cautioned		Planned	Managament Skills	Qualified
	Diagramed		Management Skills Achieved	Recommended
Challenged	Displayed	Prepared		
Clarified	Designed	Programmed	Acquired	Recognized
Collaborated	Developed	Projected	Administered	Reviewed
Composed	Directed	Reconciled	Analyzed	Scheduled
Considered	Drew	Reduced	Anticipated	Secured
Consulted	Entertained	Researched	Appointed	Selected
Contacted	Established	Sold	Approved	Streamlined
Conveyed	Exhibited	Solicited	Assigned	Stimulated
Convinced	Fashioned	Halmin n Olsilla	Authorized	Strengthened
Counseled	Formulated	Helping Skills	Awarded	Supervised
Corresponded	Founded	Accompanied	Blocked	Terminated
Defined	Generated	Adapted	Certified	0
Directed	Illustrated	Adjusted	Chaired	Organizational Skills
Discussed	Initiated	Advised	Changed	Administered
Drafted	Instituted	Advocated	Charted	Adopted
Edited	Integrated	Aided	Contracted	Advanced
Enlisted	Introduced	Amended	Controlled	Allotted
Explained	Invented	Applied	Converted	Arranged
Expressed	Modeled	Arranged	Coordinated	Assessed
Framed	Modified	Assessed	Decided	Blended
Forged	Originated	Assisted	Decreased	Catalogued
Formulated	Performed	Attended	Delegated	Categorized
Incorporated	Photographed	Coached	Designated	Centralized
Influenced	Pioneered	Collaborated	Developed	Classified
Informed	Planned	Contributed	Eliminated	Collected
Interacted	Played	Cooperated	Enforced	Compiled
Involved	Recorded	Counseled	Enhanced	Consolidated
Marketed	Remodeled	Demonstrated	Established	Corrected
Mediated	Revamped	Diagnosed	Executed	Corresponded
Negotiated	Revised	Educated	Expanded	Distributed
Observed	Shaped	Enabled	Finalized	Earned
Outlined	Solved	Encouraged	Generated	Executed
Presented		Ensured	Handled	Filed
Promoted	Financial Skills	Expedited	Headed	Forged
Proposed	Administered	Facilitated	Hired	Formalized
Publicized	Adjusted	Familiarized	Hosted	Generated
Questioned	Allocated	Furthered	Incorporated	Inspected
Recruited	Analyzed	Guided	Increased	Lobbied
Reviewed	Appraised	Helped	Initiated	Maintained
Scrutinized	Assessed	Partnered	Instituted	Mapped
Solicited	Audited	Prepared	Led	Monitored
Spoke	Balanced	Prevented	Managed	Operated
Summarized	Bought	Provided	Merged	Organized
Synthesized	Budgeted	Referred	Navigated	Prepared
Wrote	Calculated	Rehabilitated	Organized	Processed

Proved **Teaching Skills** Purchased Adapted Recorded Advised Registered Coached Communicated Reorganized Responded Conducted Reviewed Coordinated Settled Critiqued Scheduled Cultivated Screened Developed Devoted Sought Submitted Evaluated Supplied Explained Standardized Facilitated Systemized Focused

Fostered

Graded

Guided Individualized Regulated Remodel Repaired Restored Serviced Specialized Specified Standardized Studied Upgraded Utilized

## Research Skills

Targeted

Updated

Verified

Executed

Tested

Informed Analyzed Inspired Cited Instilled Classified Instructed Co-authored Interacted Collected Mentored Compiled Motivated Conducted Persuaded Critiqued simulated Detected **Taught** Diagnosed Tested Discovered Trained Dissected Translated Evaluated Transmitted Examined Tutored

Experimented **Technical Skills (Applied)** 

Programmed

Explored Assembled **Formulated** Built Gathered Conserved Innovated Constructed Inspected Converted Designed Invented Investigated Determined Located Developed Measured Engineered Researched Enhanced Reviewed **Fabricated** Solved **Implemented** Studied Improved Summarized Inspected Surveyed Installed Systemized Overhauled

Yale Office of Career Strategy