

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*