

Action Verbs for Resumes & Professional Profiles

Management/Leadership Skills

Administered	Analyzed	Appointed	Approved	Assigned
Attained	Authorized	Chaired	Considered	Consolidated
Contracted	Controlled	Converted	Coordinated	Decided
Delegated	Developed	Directed	Eliminated	Emphasized
Enforced	Enhanced	Established	Executed	Generated
Handled	Headed	Hired	Hosted	Improved
Incorporated	Increased	Initiated	Inspected	Instituted
Led	Managed	Merged	Motivated	Navigated
Organized	Originated	Overhauled	Oversaw	Planned
Presided	Prioritized	Produced	Recommended	Reorganized
Replaced	Restored	Reviewed	Scheduled	Secured
Selected	Streamlined	Strengthened	Supervised	Terminated

Research Skills

Analyzed	Clarified	Collected	Compared	Conducted
Critiqued	Detected	Determined	Diagnosed	Evaluated
Examined	Experimented	Explored	Extracted	Formulated
Gathered	Inspected	Interviewed	Invented	Investigated
Located	Measured	Organized	Researched	Reviewed
Searched	Solved	Summarized	Surveyed	Systemized
Tested				

Teaching Skills

Adapted	Advised	Clarified	Coached	Communicated
Conducted	Coordinated	Critiqued	Developed	Enabled
Encouraged	Evaluated	Explained	Facilitated	Focused
Guided	Individualized	Informed	Instilled	Instructed
Motivated	Persuaded	Simulated	Stimulated	Taught
Tested	Trained	Transmitted	Tutored	

Technical Skills

Adapted	Applied	Assembled	Built	Calculated
Computed	Conserved	Constructed	Converted	Debugged
Designed	Determined	Developed	Engineered	Fabricated
Fortified	Installed	Maintained	Operated	Overhauled
Printed	Programmed	Rectified	Regulated	Remodeled
Repaired	Replaced	Restored	Solved	Specialized
Standardized	Studied	Upgraded	Utilized	

Communication/People Skills

Addressed	Advertised	Arbitrated	Arranged	Articulated
Authored	Clarified	Collaborated	Communicated	Composed
Condensed	Conferred	Consulted	Contacted	Conveyed
Convinced	Corresponded	Debated	Defined	Developed
Directed	Discussed	Drafted	Edited	Elicited
Enlisted	Explained	Expressed	Formulated	Furnished
Incorporated	Influenced	Interacted	Interpreted	Interviewed
Involved	Joined	Judged	Lectured	Listened
Marketed	Mediated	Moderated	Negotiated	Observed
Outlined	Participated	Persuaded	Presented	Promoted
Proposed	Publicized	Reconciled	Recruited	Referred
Reinforced	Reported	Resolved	Responded	Solicited
Specified	Spoke	Suggested	Summarized	Synthesized
Translated	Wrote			

Creative Skills

Acted	Adapted	Began	Combined	Composed
Conceptualized	Condensed	Created	Customized	Designed
Developed	Directed	Displayed	Drew	Entertained
Established	Fashioned	Formulated	Founded	Introduced
Invented	Modeled	Originated	Performed	Photographed
Planned	Revised	Revitalized	Shaped	Solved

Data/Financial Skills

Administered	Adjusted	Allocated	Analyzed	Appraised
Assessed	Audited	Balanced	Budgeted	Calculated
Computed	Conserved	Corrected	Determined	Developed
Estimated	Forecasted	Managed	Marketed	Measured
Netted	Planned	Prepared	Programmed	Projected
Qualified	Reconciled	Reduced	Researched	Retrieved

Helping Skills

Adapted	Advocated	Aided	Answered	Arranged
Assessed	Assisted	Clarified	Coached	Collaborated
Contributed	Cooperated	Counseled	Demonstrated	Diagnosed
Educated	Encouraged	Ensured	Expedited	Facilitated
Familiarized	Furthered	Guided	Helped	Insured
Intervened	Motivated	Prevented	Provided	Referred
Simplified	Supplied	Supported	Volunteered	