

Action Verbs

Analytical/Research

Analyzed
Clarified
Collected
Compared
Conducted
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Observed
Organized
Proved
Researched
Reviewed
Screened
Searched
Specified
Solved
Summarized
Surveyed
Systematized
Tested
Validated

Creative

Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Integrated

Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Revised
Revitalized
Shaped

Financial

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Controlled
Corrected
Cut
Decreased
Determined
Developed
Estimated
Forecast
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Purchased
Reconciled
Reduced
Researched
Retrieved
Tabulated
Trimmed

Interpersonal/

Teamwork

Adapted
Advised
Advocated
Aided
Answered
Arranged
Assessed
Assisted

Cared for
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Enabled
Encouraged
Ensured
Expedited
Facilitated
Focused
Furthered
Guided
Helped
Initiated
Insured
Interacted
Intervened
Involved
Listened
Mediated
Moderated
Motivated
Negotiated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Leadership/

Management

Accomplished
Acted
Advanced
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Considered
Consolidated
Contracted
Controlled

Converted
Coordinated
Decided
Decreased
Delegated
Developed
Directed
Dispatched
Diversified
Eliminated
Emphasized
Enforced
Enhanced
Enlisted
Ensured
Established
Executed
Founded
Generate
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instigated
Instituted
Integrated
Introduced
Led
Lowered
Managed
Merged
Modified
Motivated
Organized
Overhauled
Oversaw
Pioneered
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Represented
Restored
Reviewed
Revitalized
Saved
Scheduled
Secured

Selected
Shaped
Solidified
Spearheaded
Stimulated
Streamlined
Strengthened
Supervised
Terminated
Trimmed
Verified

**Oral/Written
Communication**

Addressed
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Demonstrated
Described
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Familiarized
Formulated
Furnished
Illustrated
Incorporated
Informed
Influenced
Interpreted
Interviewed
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Outlined
Participated

Persuaded
Presented
Promoted
Proposed
Publicized
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Organization

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Contained
Compiled
Coordinated
Corrected
Corresponded
Distributed
Expedited
Executed
Generated
Implemented
Incorporated
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Planned
Prepared
Processed
Provided
Recorded
Registered
Reserved
Responded
Restructured
Reviewed

Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Sales/Marketing

Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded
Expanded
Generated
Increased
Improved
Launched
Led
Marketed
Promoted
Resolved
Restored
Saved
Shaped
Succeeded
Surpassed
Transformed
Won

Teaching/Training

Adapted
Advised
Appraised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Indoctrinated
Influenced

Informed
Instilled
Instructed
Motivated
Persuaded
Rehabilitated
Schooled
Set goals
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted
Debugged
Designed
Determined
Developed
Diagnosed
Drafted
Engineered
Fabricated
Fortified
Inspected
Installed
Maintained
Monitored
Operated
Overhauled
Prevented
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Retrieved
Solved
Specialized
Standardized
Studied
Upgraded
Utilized