

# Resume Action Verbs

## Communication/People Skills

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

## Creative Skills

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

## Data/Financial Skills

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

## Management/Leadership Skills

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

### Helping Skills

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

### Organizational Skills

Approved	Collected	Generated	Operated	Recorded	Screened
Arranged	Compiled	Incorporated	Ordered	Registered	Submitted
Catalogued	Corrected	Inspected	Organized	Reserved	Standardized
Categorized	Corresponded	Logged	Prepared	Responded	Systematized
Charted	Distributed	Maintained	Processed	Reviewed	Updated
Classified	Executed	Monitored	Provided	Routed	Validated
Coded	Filed	Obtained	Purchased	Scheduled	Verified

### Research Skills

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

### Teaching Skills

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

### Technical Skills

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

For more resources and information please contact:  
Becky Warren, Career & Disability Services Coordinator  
UACCB Main Classroom Building 232  
870-612-2048 or e-mail at [Becky.Warren@uaccb.edu](mailto:Becky.Warren@uaccb.edu)