## **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

He	lping	Skills
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Assisted Clarified Coached Collaborated Contributed Cooperated	Counseled Demonstrated Diagnosed Educated Encouraged Ensured	Expedited Facilitated Familiarized Furthered Guided Helped	Intervened Motivated Prevented Provided Referred Rehabilitated	Represented Resolved Simplified Supplied Supported Volunteered		
	Organizat	ional Skills				
Collected Compiled Corrected Corresponded Distributed Executed Filed	Generated Incorporated Inspected Logged Maintained Monitored Obtained	Operated Ordered Organized Prepared Processed Provided Purchased	Recorded Registered Reserved Responded Reviewed Routed Scheduled	Screened Submitted Standardized Systematized Updated Validated Verified		
Critiqued Detected Determined Diagnosed Evaluated	Examined Experimented Explored Extracted Formulated	Gathered Inspected Interviewed Investigated Located	Measured Organized Researched Reviewed Searched	Solved Summarized Surveyed Systematized Tested		
	Teachi	ng Skills				
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						
Conserved Constructed Converted Debugged Designed Determined	Developed Engineered Fabricated Installed Maintained Operated	Overhauled Printed Programmed Rectified Regulated Remodeled	Repaired Replaced Restored Solved Specialized Standardized	Studied Upgraded Utilized		
	Clarified Coached Collaborated Contributed Cooperated  Collected Compiled Corrected Corresponded Distributed Executed Filed  Critiqued Detected Determined Diagnosed Evaluated  Conducted Coordinated Critiqued Developed Enabled  Conserved Constructed Converted Debugged Designed	Clarified Demonstrated Coached Diagnosed Collaborated Educated Contributed Encouraged Cooperated Ensured  Organizat  Collected Generated Compiled Incorporated Corrected Inspected Corresponded Logged Distributed Maintained Executed Monitored Filed Obtained  Resear  Critiqued Examined Detected Experimented Determined Explored Diagnosed Extracted Evaluated Formulated  Teachin  Conducted Encouraged Coordinated Evaluated Critiqued Explained Developed Facilitated Enabled Focused  Technic Conserved Developed Constructed Engineered Converted Fabricated Debugged Installed Designed Maintained	Clarified Demonstrated Facilitated Coached Diagnosed Familiarized Collaborated Educated Furthered Contributed Encouraged Guided Cooperated Ensured Helped  Composed Ensured Helped  Composed Ensured Operated Compiled Incorporated Ordered Corrected Inspected Organized Corresponded Logged Prepared Distributed Maintained Processed Executed Monitored Provided Filed Obtained Purchased  Critiqued Examined Gathered Detected Experimented Inspected Determined Explored Interviewed Diagnosed Extracted Investigated Evaluated Formulated Located  Teaching Skills  Conducted Encouraged Guided Coordinated Explained Informed Developed Facilitated Instilled Enabled Focused Instructed  Technical Skills  Conserved Developed Overhauled Constructed Engineered Printed Converted Fabricated Programmed Debugged Installed Rectified Designed Maintained Regulated	Clarified Demonstrated Facilitated Prevented Coached Diagnosed Familiarized Prevented Provided Educated Furthered Provided Contributed Encouraged Guided Referred Cooperated Ensured Helped Rehabilitated Provided Competed Ensured Helped Rehabilitated Provided Compiled Incorporated Ordered Registered Corrected Inspected Organized Reserved Corresponded Logged Prepared Responded Distributed Maintained Processed Reviewed Executed Monitored Provided Routed Scheduled Purchased Scheduled Provided Routed Provided Researched Diagnosed Extracted Inspected Organized Researched Diagnosed Extracted Investigated Reviewed Evaluated Formulated Located Searched Provided Routed Reviewed Researched Individualized Persuaded Cordinated Evaluated Individualized Persuaded Critiqued Explained Informed Simulated Procused Instructed Taught  Technical Skills  Conserved Developed Overhauled Repaired Replaced Converted Engineered Printed Replaced Converted Fabricated Programmed Restored Debugged Installed Rectified Solved Designed Maintained Regulated Specialized		

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