

Action Verbs: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

Management Skills

- administered
- analyzed
- assigned
- chaired
- consolidated
- contracted
- coordinated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised.

Communication Skills

- arranged
- authored
- collaborated
- convinced
- developed
- directed
- drafted/edited
- formulated
- interpreted
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- translated
- wrote

Research Skills

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed

Technical Skills

- assembled
- built/calculated
- computed
- designed
- devised
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- upgraded

Teaching Skills

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- demythified
- developed

enabled

- encouraged
- evaluated
- explained
- facilitated
- guided
- Informed
- Instructed
- persuaded
- set goals
- stimulated
- trained

Financial Skills

- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

Creative Skills

- acted
- created
- customized
- designed
- developed
- directed
- established
- founded
- illustrated
- initiated
- instituted
- integrated
- introduced
- invented

- originated
- performed
- planned
- revitalized
- shaped

Helping Skills

- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated
- represented

Clerical or Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processes
- purchased
- recorded