

# Action Verbs

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## 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	Illustrated
Initiated	Instituted	Integrated	Introduced	Invented
Modeled	Modified	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
Rehabilitated	Represented	Resolved	Simplified	Supplied
Supported	Volunteered			

## 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  
Led  
Organized  
Presided  
Replaced  
Selected

Increased  
Managed  
Originated  
Prioritized  
Restored  
Streamlined

Initiated  
Merged  
Overhauled  
Produced  
Reviewed  
Strengthened

Inspected  
Motivated  
Oversaw  
Recommended  
Scheduled  
Supervised

Instituted  
Navigated  
Planned  
Reorganized  
Secured  
Terminated

#### Organizational Skills

Approved  
Classified  
Corresponded  
Incorporated  
Obtained  
Processed  
Reserved  
Screened  
Updated

Arranged  
Coded  
Distributed  
Inspected  
Operated  
Provided  
Responded  
Submitted  
Validated

Catalogued  
Collected  
Executed  
Logged  
Ordered  
Purchased  
Reviewed  
Supplied  
Verified

Categorized  
Compiled  
Filed  
Maintained  
Organized  
Recorded  
Routed  
Standardized

Charted  
Corrected  
Generated  
Monitored  
Prepared  
Registered  
Scheduled  
Systematized

#### Research Skills

Analyzed  
Critiqued  
Examined  
Gathered  
Located  
Searched  
Tested

Clarified  
Detected  
Experimented  
Inspected  
Measured  
Solved

Collected  
Determined  
Explored  
Interviewed  
Organized  
Summarized

Compared  
Diagnosed  
Extracted  
Invented  
Researched  
Surveyed

Conducted  
Evaluated  
Formulated  
Investigated  
Reviewed  
Systematized

#### Teaching Skills

Adapted  
Conducted  
Encouraged  
Guided  
Motivated  
Tested

Advised  
Coordinated  
Evaluated  
Individualized  
Persuaded  
Trained

Clarified  
Coordinated  
Explained  
Informed  
Simulated  
Transmitted

Coached  
Developed  
Facilitated  
Instilled  
Stimulated  
Tutored

Communicated  
Enabled  
Focused  
Instructed  
Taught

#### Technical Skills

Adapted  
Computed  
Designed  
Fortified  
Printed  
Repaired  
Standardized

Applied  
Conserved  
Determined  
Installed  
Programmed  
Replaced  
Studied

Assembled  
Constructed  
Developed  
Maintained  
Rectified  
Restored  
Upgraded

Built  
Converted  
Engineered  
Operated  
Regulated  
Solved  
Utilized

Calculated  
Debugged  
Fabricated  
Overhauled  
Remodeled  
Specialized

### Action verbs to describe accomplishments

The following verbs can be used to help you describe your skills and experience

Accomplished	Demonstrated	Informed
Activated	Designed	Initiated
Adapted	Developed	Inspected
Adjusted	Devised	Inspired
Administered	Directed	Installed
Advertised	Distributed	Integrated
Advised	Drafted	Interviewed
Analyzed	Edited	Invented
Arranged	Educated	Investigated
Assembled	Enlarged	Launched
Assisted	Established	Managed
Authored	Evaluated	Maintained
Calculated	Examined	Marketed
Catalogued	Exceeded	Maximized
Changed	Executed	Mentored
Coached	Expanded	Modified
Collaborated	Expedited	Monitored
Compiled	Facilitated	Motivated
Completed	Familiarized	Negotiated
Conceptualized	Formulated	Obtained
Conducted	Generated	Organized
Constructed	Guided	Performed
Consulted	Hired	Prepared
Contracted	Identified	Presented
Coordinated	Illustrated	Presided
Created	Implemented	Processed
Defined	Improved	Programmed
Delegated	Increased	Promoted



Proposed

Supervised

Publicized

Surveyed

Recruited

Synthesized

Revised

Trained

Skilled

Unparalleled

Specified

Wrote

**Activity:** Complete the **Accomplishments Statements** section of your Targeted Resume worksheet located in the Appendix. Be sure to refer to the STAR statements you wrote in Section 2.