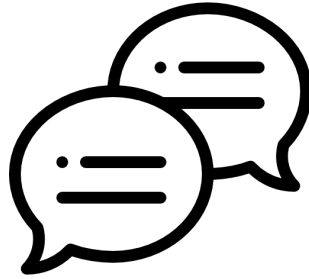


Resume Action Verbs

Action Verbs give your resume power and direction. Below you will find a list of action verbs to use in your resume and cover letters .

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



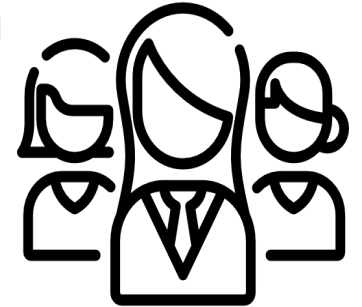
Helping Skills

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



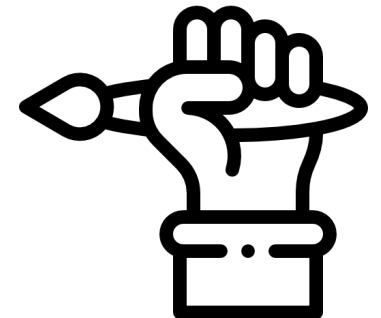
Management/ Leadership Skills

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 Increased Initiated Inspected
Instituted Led Managed Merged Motivated Navigated Organized
Originated Overhauled Oversaw Planned Presided Prioritized
Produced Recommended Reorganized Replaced Restored
Reviewed Scheduled Secured Selected Streamlined Strengthened
Supervised Terminated



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

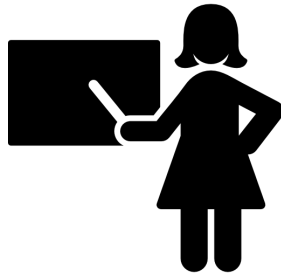


Resume Action Verbs

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Teaching Skills

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



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



Technical Skills

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



Organizational Skills

Approved Arranged Catalogued
Categorized Charted Classified
Coded 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 Supplied
Standardized Systematized Updated Validated
Verified



Research Skills

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

