

Action Verbs

Skills are incorporated throughout your resume, cover letter, interviews, and the entire career journey. Use this list when writing your materials, or considering skills to gain, or how to market yourself.

Communication

addressed, authored, collaborated, consulted, corresponded, developed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, proposed, publicized, reconciled, recruited, reported, submitted, translated

Creative

acted, composed, conceptualized, customized, designed, displayed, entertained, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, revitalized, shaped

Detail

approved, arranged, catalogued, categorized, classified, compiled, dispatched, generated, implemented, incorporated, inspected, monitored, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, standardized, tabulated, validated

Financial

adjusted, allocated, analyzed, appraised, audited, audited, balanced, budgeted, calculated, estimated, forecasted, managed, marketed, measured, projected, reduced, researched, transferred

Helping

advocated, assessed, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, referred, represented, served

Management

administered, assigned, attained, chaired, contracted, consolidated, coordinated, delegated, developed, directed, executed, improved, increased, oversaw, planned, prioritized, produced, recommended, scheduled, selected, strengthened, supervised

Research

collected, conducted, critiqued, defined, determined, examined, extracted, identified, interviewed, investigated, reviewed, summarized, surveyed

Teaching

adapted, advised, clarified, communicated, developed, directed, enabled, encouraged, evaluated, explained, informed, initiated, inspired, instructed, mentored, motivated, stimulated, supported

Technical

assembled, built, computed, constructed, converted, devised, engineered, fabricated, maintained, operated, programmed, remodeled, repaired, restored, solved, tested, trained, upgraded