

ACTION VERBS TO ENHANCE YOUR RESUME

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice which is in an easy, straightforward and economical manner. Begin each descriptive section with an *action verb*. The following is a sample list; create your own that reflects your discipline and skills.

/ MANAGEMENT SKILLS

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

/ COMMUNICATION SKILLS

- addressed
- arbitrated
- arranged
- authored
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized
- recruited
- spoke
- translated
- wrote

/ RESEARCH SKILLS

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

/ TECHNICAL SKILLS

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

/ TEACHING SKILLS

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- initiated
- instructed
- persuaded
- set goals
- stimulated

/ FINANCIAL SKILLS

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

SHOULD I USE PRESENT OR PAST TENSE VERBS?

- If you're writing about the current or ongoing responsibilities in your present job, use the present tense (e.g. write, plan, etc.).
- If you're writing about a past responsibilities or a previous job, use past tense (e.g. wrote, planned, etc.).

/ HELPING SKILLS

- assisted
- assessed
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- referred
- rehabilitated
- represented
- serviced
- supported
- tended
- tutored

/ LEADERSHIP SKILLS

- appointed
- approved
- arranged
- assessed
- assigned
- authorized
- carried out
- chaired
- coached
- completed
- consulted
- delegated
- demonstrated
- determined
- devised
- directed
- enlisted
- facilitated
- headed
- initiated

/ CREATIVE SKILLS

- acted
- conceptualized
- created
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- planned
- published
- revitalized
- shaped

/ INFORMATION SKILLS

- catalogued
- clarified
- classified
- compiled
- composed
- conveyed
- copied
- corrected
- defined
- documented
- gathered
- informed
- kept records
- memorized
- proofread
- questioned
- reviewed
- specified
- studied
- surveyed
- tabulated
- tested
- verified

/ ADMINISTRATIVE SKILLS

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

/ PROBLEM-SOLVING SKILLS

- analyzed
- applied
- calculated
- compiled
- consulted
- corrected
- created
- critiqued
- designed
- developed
- diagnosed
- discovered
- dissected
- examined
- explored
- problem solved
- proposed
- researched
- resolved
- revised
- searched
- studied
- tracked
- troubleshoot
- uncovered

DON'T FORGET TEAMWORK SKILLS!

- accomplished
- assisted
- collaborated
- coordinated
- corroborated
- dispatched
- encouraged
- explained
- followed
- helped
- shared
- volunteered

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