

RESUME ACTION VERBS

Communication and Interpersonal

Advised	Constructed	Familiarized	Presented	Scheduled
Answered	Contacted	Handled	Projected	Screened
Apprised	Corresponded	Informed	Proofread	Spoke
Assessed	Demonstrated	Instructed	Publicized	Summarized
Authored	Drafted	Interpreted	Published	Taught
Briefed	Edited	Interviewed	Reconciled	Trained
Clarified	Educated	Introduced	Recruited	Translated
Composed	Explained	Lectured	Reported	Wrote
Conducted	Facilitated	Planned	Responded	

Analytical, Research, and Technical

Administered	Designed	Expanded	Instituted	Researched
Analyzed	Detected	Forecasted	Integrated	Restored
Assessed	Developed	Formed	Interfaced	Searched
Audited	Devised	Gathered	Interpreted	Streamlined
Charted	Discovered	Generated	Interviewed	Surveyed
Classified	Documented	Identified	Launched	Systematized
Compiled	Drafted	Improved	Maintained	Tested
Computed	Edited	Increased	Operated	Wrote
Conducted	Evaluated	Inspected	Programmed	
Consulted	Examined	Installed	Reduced	

Creative and Innovative

Arranged	Designed	Fashioned	Originated	Revolutionized
Authored	Developed	Formulated	Performed	Shaped
Composed	Devised	Initiated	Planned	Stimulated
Conceived	Directed	Invented	Presented	Updated
Conceptualized	Edited	Launched	Produced	
Created	Established	Modernized	Revitalized	

Administrative and Organizational

Arranged	Distributed	Initiated	Prepared	Streamlined
Assembled	Ensured	Installed	Processed	Strengthened
Catalogued	Examined	Maintained	Recorded	Updated
Collected	Executed	Monitored	Reorganized	
Coordinated	Explained	Operated	Reviewed	
Developed	Formalized	Organized	Routed	
Disseminated	Implemented	Planned	Scheduled	

Accounting and Finance

Accumulated	Audited	Corrected	Economized	Organized
Accrued	Averted	Counteracted	Estimated	Planned
Administered	Balanced	Cut	Examined	Prepared
Allocated	Boosted	Decreased	Executed	Projected
Allotted	Budgeted	Defrayed	Forecasted	Quantified
Analyzed	Calculated	Detailed	Interpreted	Researched
Appraised	Collected	Developed	Maintained	Solved
Assessed	Computed	Disbursed	Managed	Sourced
Attended	Controlled	Divested	Negotiated	Verified

Management and Leadership

Advocated	Ensured	Installed	Originated	Reviewed
Approved	Examined	Instituted	Oversaw	Spearheaded
Authorized	Explained	Instructed	Pioneered	Sponsored
Counseled	Formed	Integrated	Presided	Staged
Determined	Founded	Led	Prioritized	Started
Developed	Governed	Managed	Processed	Streamlined
Diagnosed	Guided	Mentored	Produced	Strengthened
Directed	Headed	Moderated	Promoted	Supervised
Disseminated	Hired	Monitored	Recommended	Taught
Elected	Influenced	Motivated	Recruited	Trained
Enforced	Initiated	Negotiated	Represented	
Enlisted	Inspired	Operated	Responded	

Marketing and Selling

Arbitrated	Dissuaded	Generated	Mediated	Resolved
Attained	Documented	Identified	Negotiated	Revamped
Augmented	Educated	Implemented	Performed	Revitalized
Boosted	Ensured	Improved	Persuaded	Secured
Broadened	Established	Increased	Produced	Sold
Calculated	Exceeded	Influenced	Promoted	Solicited
Centralized	Excelled	Integrated	Proposed	Strengthened
Consulted	Expanded	Launched	Publicized	Supplemented
Convinced	Expedited	Led	Published	
Decreased	Familiarized	Maintained	Purchased	
Developed	Gained	Marketed	Researched	