

ACTION VERBS

Leadership & Management Skills

Accentuated	Convinced	Handled	Produced
Accomplished	Coordinated	Headed	Programed
Accounted for	Counseled	Hired	Promoted
Achieved	Created	Hosted	Prompted
Acted	Cut	Implemented	Proposed
Activate	Decided	Improved	Protected
Adapted	Decreased	Inaugurated	
Addressed	Delegated	Incorporated	Realized
Administered	Demonstrated	Increased	Recommended
Advanced	Determined	Influenced	Recovered
Advised	Developed	Initiated	Recruited
Affected	Devised	Innovated	Regulated
Allocated	Devoted	Inspected	Reorganized
Amend	Diagnosed	Inspired	Replaced
Amplified	Directed	Installed	Represented
Analyzed	Dispatched	Instituted	Responded
Anticipated	Dispensed	Instructed	Restored
Appointed	Disseminated	Integrated	Restructured
Approved	Diversified	Launched	Reviewed
Arbitrated	Elected	Led	Revitalize
Arranged	Eliminated	Lowered	Rewarded
Assembled	Emphasized	Maintain	Salvaged
Assess	Employed	Managed	Saved
Assigned	Encouraged	Mentored	Scheduled
Assumed	Enforced	Merged	Secured
Attained	Enhanced	Moderated	Selected
Attracted	Enlarged	Modified	Shaped
Authorized	Enlisted	Monitored	Solidified
Awarded	Ensured	Motivated	Spearheaded
Broaden	Established	Navigated	Sponsored
Budget	Evaluated	Negotiated	Staged
Built	Examined	Operated	Started
Chaired	Executed	Orchestrated	Stimulated
Changed	Expanded	Organized	Strategized
Choose	Expedited	Originated	Streamlined
Completed	Explained	Overhauled	Strengthened
Concluded	Facilitated	Oversaw	Supervised
Conducted	Fine-Tuned	Perfected	Taught
Considered	Formed	Performed	Terminated
Consolidated	Formulated	Pioneered	Trained
Consulted	Founded	Planned	Trimmed
Contracted	Generated	Preserved	Unified
Controlled	Governed	Presided	Verified
Converted	Guided	Prioritized	Withdrew

Communication skills

Acquainted	Clarified	Corresponded	Documented
Addressed	Co-authored	Counseled	Drafted
Advertised	Collaborated	Created	Edited
Advised	Communicated	Debated	Educated
Aided	Composed	Defined	Elicited
Answered	Condensed	Delegated	Enlisted
Apprised	Conducted	Demonstrated	Established
Arbitrated	Conferred	Described	Explained
Arranged	Consulted	Developed	Expressed
Articulated	Contacted	Directed	Facilitated
Assessed	Conveyed	Discussed	Familiarized
Authored	Convinced	Dispatched	Formulated
Briefed	Coordinated	Dissuaded	Furnished

Handled	Justified	Projected	Revised
Helped	Lectured	Promoted	Rewrote
Identified	Led	Proofread	Scheduled
Illustrated	Listened	Proposed	Screened
Incorporated	Manipulated	Publicized	Solicited
Influenced	Marketed	Published	Specified
Informed	Mediated	Reasoned	Spoke
Inspired	Moderated	Recommended	Suggested
Instructed	Motivated	Reconciled	Summarized
Interacted	Negotiated	Recruited	Surveyed
Interpreted	Observed	Referred	Synthesized
Interviewed	Outlined	Reinforced	Taught
Introduced	Participated	Reported	Trained
Involved	Persuaded	Represented	Translated
Joined	Planned	Resolved	Traveled
Judged	Presented	Responded	Wrote

Clerical and Organizational Skills

Accomplished	Corresponded	Monitored	Routed
Achieved	Dispatched	Obtained	Scheduled
Approved	Distributed	Operated	Screened
Arranged	Documented	Ordered	Set up
Assisted	Executed	Organized	Sorted
Catalogued	Expedited	Planned	Specified
Categorized	Facilitated	Prepared	Standardized
Charted	Filed	Processed	Submitted
Classified	Gathered	Proofread	Submitted
Coded	Generated	Provided	Supplied
Collected	Handled	Purchased	Systematized
Compared	Implemented	Recorded	Tabulated
Compiled	Incorporated	Registered	Trained
Completed	Indexed	Reserved	Transcribed
Configured	Inspected	Responded	Unified
Contained	Logged	Restructured	Updated
Coordinated	Maintained	Retained	Validated
Corrected	Met deadlines	Retrieved	Verified

Academic, Research and Teaching Skills

Accepted	Clarified	Correlated	Educated
Achieved	Coached	Counseled	Elaborated
Acquired	Co-author	Created	Emphasized
Actively	Collaborated	Critiqued	Empowered
Adapted	Charted	Decided	Enabled
Addressed	Collected	Defined	Encouraged
Adopted	Commanded	Delivered	Engineered
Advised	Communicated	Demonstrated	Enhanced
Amplified	Compared	Designed	Enlightened
Analyzed	Compiled	Designated	Evaluated
Appraised	Complimented	Detected	Examined
Assigned	Computed	Determined	Excited
Assisted	Conceived	Developed	Experimented
Attended	Conceptualized	Devised	Estimated
Applied	Concluded	Diagnosed	Explained
Author	Conducted	Differentiated	Explored
Availed	Conserved	Directed	Extracted
Benchmarked	Constructed	Disciplined	Extrapolated
Branded	Contracted	Discovered	Facilitated
Briefed	Condensed	Distributed	Focused
Built	Contributed	Documented	Formalized
Calculated	Converted	Doubted	Formulated
Calibrated	Cooperated	Drafted	Fortified
Cataloged	Coordinated	Disproved	Framed
Challenged	Corrected	Edited	Generated

Guided	Located	Recognized	Specified
Handled	Managed	Regulated	Speculated
Hypothesized	Marketed	Reinforced	Standardized
Gathered	Measured	Reorganized	Stated
Identified	Listened	Rephrased	Stimulated
Implemented	Modeled	Rectified	Streamlined
Improved	Modified	Replaced	Staged
Improvised	Monitored	Reported	Strengthened
Incorporated	Motivated	Researched	Structured
Indicated	Observed	Restored	Studied
Individualized	Organized	Restructured	Studied
Influenced	Originated	Revamped	Summarized
Informed	Perceived	Reviewed	Surveyed
Initiated	Persuaded	Revised	Systematized
Inspected	Pinpointed	Revitalized	Taught
Inspired	Planned	Rewarded	Tested
Installed	Praised	Scanned	Theorized
Instilled	Presented	Schooled	Translated
Innovated	Printed	Screened	Transmitted
Instructed	Pioneered	Searched	Transmitted
Integrated	Processed	Saved	Traveled
Interacted	Produced	Shaped	Trained
Interpreted	Projected	Shared	Tutored
Interviewed	Proved	Simplified	Utilized
Introduced	Provoked	Simulated	Validated
Invented	Published	Solicited	Wrote
Investigated	Purchased	Solved	
Judged	Questioned	Sparked	
Linked	Received	Specialized	

Technical Skills

Accelerated	Controlled	Implemented	Rehabilitated
Activated	Converted	Inspected	Remodeled
Adapted	Debugged	Installed	Reorganized
Advised	Defined	Located	Repaired
Analyzed	Delivered	Maintained	Replaced
Applied	Designed	Minimized	Restored
Assembled	Detected	Monitored	Retrieved
Assembled	Determined	Navigated	Serviced
Automated	Developed	Networked	Solved
Balanced	Devised	Operated	Specialized
Built	Diagnosed	Operated	Standardized
Calculated	Displayed	Overhauled	Supplied
Centralized	Drafted	Prepared	Supported
Charted	Engineered	Prevented	Surveyed
Coded	Evaluated	Printed	Traced
Collected	Examined	Processed	Trained
Compiled	Fabricated	Programmed	Translated
Completed	Formulated	Recorded	Transported
Computed	Fortified	Rectified	Troubleshoot
Conserved	Functioned as	Redesigned	Upgraded
Consolidated	Generated	Refined	Wrote
Constructed	Identified	Regulated	

Financial Skills

Adjusted	Audited	Compiled	Developed
Administered	Balanced	Computed	Dispatched
Allocated	Billed	Conserved	Earned
Analyzed	Budgeted	Controlled	Estimated
Appraised	Calculated	Corrected	Executed
Approved	Catalogued	Cut	Figured
Arranged	Classified	Decreased	Forecasted
Assessed	Collected	Determined	Generated

Implemented	Netted	Projected	Researched
Inspected	Organized	Purchased	Retrieved
Maintained	Performed	Qualified	Screened
Managed	Planned	Quantified	Specified
Marketed	Prepared	Reconciled	Systematized
Measured	Processed	Recorded	Tracked
Monitored	Programmed	Reduced	Trimmed

Creative Skills

Abstracted	Directed	Initiated	Presented
Acted	Displayed	Innovated	Produced
Adapted	Drew	Instituted	Published
Arranged	Edited	Integrated	Revised
Authored	Entertained	Introduced	Revitalized
Combined	Established	Invented	Revolutionized
Composed	Explored	Launched	Shaped
Conceived	Fashioned	Modeled	Solidified
Conceptualized	Formulated	Modified	Solved
Condensed	Founded	Originated	Stimulated
Created	Generated	Painted	Synthesized
Customized	Illustrated	Perceived	Visualized
Designed	Imagined	Performed	Wrote
Developed	Imported	Photographed	
Devised	Improvised	Planned	

Helping and Social Service Skills

Adapted	Cooperated	Furnished	Provided
Advised	Coordinated	Furthered	Referred
Advocated	Counseled	Generated	Rehabilitated
Aided	Delivered	Guided	Repaired
Answered	Demonstrated	Helped	Represented
Arranged	Diagnosed	Inspected	Resolved
Assessed	Educated	Installed	Served
Assisted	Empowered	Insured	Simplified
Attended	Encouraged	Intervened	Submitted
Cared for	Ensured	Issued	Supplied
Clarified	Expedited	Mentored	Supported
Coached	Explained	Modeled	Treated
Collaborated	Facilitated	Motivated	Volunteered
Contributed	Familiarized	Prevented	

Accomplishment related Skills

Accelerated	Doubled	Introduced	Reversed
Accomplished	Effected	Launched	Selected as
Achieved	Eliminated	Mapped	Spearheaded
Added	Enlarged	Maximized	Stabilized
Advanced	Established	Measured	Standardized
Attained	Exceeded	Obtained	Succeeded
Augmented	Exceled	Pioneered	Surpassed
Awarded	Expanded	Promoted	Transformed
Benchmarked	Extended	Proved	Tripled
Completed	Fortified	Reduced	Validated
Compound	Improved	Re-established	Widen
Contributed	Increased	Resolved	Won
Decreased	Initiated	Restored	

Manual Skills

Arranged	Classified	Drilled	Monitored
Assembled	Constructed	Drove	Moved
Bent	Controlled	Handled	Operated
Bounded	Cut	Installed	Performed
Built	Designed	Invented	Prepared
Checked	Developed	Maintained	Punched

Repaired
Retooled

Skilled
Tended

Tested
Worked

Marketing and Sales Skills

Arbitrated
Attained
Augmented
Boosted
Broadened
Calculated
Centralized
Consulted
Convinced
Decreased
Developed
Dissuaded
Documented

Educated
Ensured
Established
Exceeded
Excelled
Expanded
Expedited
Familiarized
Gained
Generated
Identified
Implemented
Improved

Increased
Influenced
Integrated
Launched
Led
Maintained
Marketed
Mediated
Negotiated
Performed
Persuaded
Produced
Promoted

Proposed
Publicized
Published
Purchased
Researched
Resolved
Revamped
Revitalized
Secured
Sold
Solicited
Strengthened
Supplemented

Additional Action Verbs

Adapted
Amplified
Anticipated
Assisted
Assumed
Attained
Augmented
Automated
Availed
Awarded
Broadened
Built
Calculated
Catered
Challenged
Changed
Clarified
Collaborated
Conceived
Conceptualized
Concluded

Conducted
Contributed
Coordinated
Created
Decreased
Determined
Developed
Devised
Discovered
Earn
Eliminated
Encouraged
Enhanced
Enriched
Ensured
Exceeded
Excelled
Expanded
Expedited
Explained
Facilitated

Fulfilled
Gained
Generated
Identified
Implemented
Improved
Increased
Incured
Instilled
Investigated
Launched
Located
Maintained
Mastered
Modernized
Nurtured
Obtained
Operated
Perceived
Pinpointed
Prepared

Prompted
Published
Raised
Reconciled
Reduced
Related
Represented
Resolved
Revamped
Reviewed
Revitalized
Saved
Scheduled
Served
Stimulated
Strengthened
Suggested
Supplemented
Supported
Tended
Utilized