

Action Words by Category

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

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

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

Service-oriented 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

Resume & Cover Letter Writing

- Organized •Originated •Overhauled •Oversaw •Planned •Presided •Prioritized •Produced
- Recommended •Reorganized •Replaced •Restored •Reviewed •Scheduled •Secured
- Selected •Streamlined •Strengthened •Supervised •Terminated

Organizational Skills

- Approved •Arranged •Catalogued •Categorized •Charted •Classified •Coded •Collected
- Complied •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
- Systemized •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 •Systemized •Tested

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 •Taught •Tested •Trained •Transmitted •Tutored

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