

Résumé Action Words

Creative Skills

Acted	Designed	Formulated	Invented	Revised
Began	Developed	Founded	Manufactured	Revitalized
Combined	Devised	Illustrated	Modeled	Shaped
Composed	Directed	Improvised	Modified	Solved
Conceived	Displayed	Initiated	Opened	
Conceptualized	Diversified	Innovated	Originated	
Condensed	Drew	Instituted	Performed	
Created	Entertained	Integrated	Photographed	
Customized	Fashioned	Introduced	Planned	

Communication/People Skills

Addressed	Counseled	Influenced	Outlined	Renewed
Advertised	Debated	Interacted	Participated	Reported
Arbitrated	Defined	Interpreted	Persuaded	Resolved
Arranged	Described	Interviewed	Presented	Responded
Articulated	Developed	Involved	Promoted	Served
Authored	Directed	Joined	Proposed	Serviced
Clarified	Discussed	Judged	Proved	Solicited
Collaborated	Drafted	Justified	Publicized	Specified
Communicated	Edited	Lectured	Published	Spoke
Composed	Elicited	Listened	Read	Suggested
Condensed	Enlisted	Marketed	Recalled	Summarized
Conferred	Explained	Mediated	Reconciled	Synthesized
Consulted	Expressed	Met	Recruited	Translated
Contacted	Formulated	Moderated	Referred	Wrote
Conveyed	Furnished	Negotiated	Reinforced	
Convinced	Greeted	Notified	Related	
Corresponded	Incorporated	Observed	Relayed	

Financial/Data Skills

Administered	Budgeted	Figured	Marked	Projected
Adjusted	Calculated	Financed	Marketed	Reconciled
Allocated	Computed	Forecasted	Measured	Reduced
Analyzed	Conserved	Increased	Numbered	Researched

Appraised	Corrected	Inventoried	Planned	Retrieved
Assessed	Determined	Invoiced	Prepared	Saved
Audited	Developed	Listed	Priced	
Balanced	Estimated	Managed	Programmed	

Helping Skills

Actively	Assisted	Diagnosed	Helped	Rehabilitated
Adapted	Cared for	Educated	Indexed	Represented
Accompanied	Clarified	Encouraged	Insured	Resolved
Advocated	Coached	Ensured	Intervened	Simplified
Aided	Collaborated	Expedited	Learned	Supplied
Allowed	Contributed	Facilitated	Motivated	Supported
Answered	Cooperated	Familiarized	Prevented	Volunteered
Arranged	Counseled	Furthered	Provided	
Assessed	Demonstrated	Guided	Referred	

Management/Leadership Skills

Accelerated	Consolidated	Enforced	Instituted	Regulated
Accomplished	Contained	Enhanced	Issued	Reorganized
Acquired	Contracted	Established	Launched	Replaced
Administered	Controlled	Executed	Led	Responded
Advanced	Converted	Experienced	Managed	Restored
Analyzed	Coordinated	Generated	Merged	Reviewed
Appointed	Cut	Governed	Motivated	Scheduled
Approved	Deceased	Handled	Organized	Secured
Assigned	Decided	Headed	Originated	Selected
Attained	Delegated	Hired	Overhauled	Streamlined
Attended	Delivered	Hosted	Oversaw	Strengthened
Authorized	Developed	Improved	Piloted	Supervised
Changed	Directed	Incorporated	Presided	Terminated
Chaired	Eliminated	Initiated	Prioritized	
Commanded	Emphasized	Arranged	Produced	
Considered	Employed	Inspected	Recommended	

Teaching Skills

Adapted	Critiqued	Guided	Motivated	Taught
Advised	Developed	Graded	Persuaded	Tested

Clarified	Enabled	Improvised	Prompted	Trained
Coached	Encouraged	Individualized	Set goals	Transmitted
Communicated	Evaluated	Informed	Schooled	Tutored
Conducted	Explained	Instilled	Shown	
Coordinated	Facilitated	Instructed	Stimulated	
Counseled	Focused	Licensed	Simulated	

Technical Skills

Adapted	Constructed	Fixed	Programmed	Restored
Applied	Converted	Fortified	Rebuilt	Specialized
Assembled	Debugged	Installed	Rectified	Standardized
Attached	Designed	Loaded	Registered	Studied
Built	Determined	Maintained	Regulated	Upgraded
Calculated	Developed	Operated	Remodeled	Utilized
Composed	Engineered	Priced	Repaired	
Conserved	Fabricated	Printed	Replaced	

Research Skills

Accumulated	Detected	Formulated	Invented	Surveyed
Analyzed	Determined	Gathered	Investigated	Systemized
Chart	Diagnosed	Graphed	Located	Tabulated
Checked	Discovered	Identified	Measured	Tallied
Collected	Evaluated	Indexed	Organized	Tested
Compared	Examined	Indicated	Researched	
Conducted	Experimental	Inspected	Searched	
Counted	Explored	Interpreted	Solved	
Critiqued	Extracted	Interviewed	Summarized	

More Words

Achieved	Exceeded	Pioneered	Succeeded
Completed	Mastered	Reduced (losses)	Surpassed
Earned	Overcame	Resolved (issues)	Transformed
Expanded	Perfected	Spearheaded	Won