



ACTION VERBS LIST

RESUMES ♦ COVER LETTERS ♦ CV'S CORRESPONDENCE

Provided by: Eric Hilden, Career Placement Office (949) 582-4278

ehilden@saddleback.edu

This list of action verbs was adapted from Yana Parker's Resume Pro material. Be sure to use verbs from multiple sections to show a diversity of talents!

MANAGEMENT/ LEADERSHIP SKILLS	MANAGEMENT/ LEADERSHIP SKILLS (cont)	COMMUNICATION/ PEOPLE SKILLS (cont)	COMMUNICATION/ PEOPLE SKILLS (cont)	PROBLEM SOLVING SKILLS (cont)
achieved	Managed	Conferred	Proposed	Investigated
Administered	Merged	Contacted	Publicized	Located
Analyzed	<u>Motivated</u>	Conveyed	Reconciled	Measured
Appointed	Organized	<u>Convinced</u>	Recruited	Organized
Assigned	Originated	Corresponded	Referred	Researched
<u>Attained</u>	Overhauled	Debated	Reinforced	Reviewed
Authorized	Oversaw	Defined	Reported	Searched
Chaired	<u>Pioneered</u>	Described	<u>Resolved</u>	<u>Solved</u>
Considered	Planned	<u>Developed</u>	Responded	Summarized
Consolidated	Presided	Directed	Solicited	Surveyed
Contracted	Prioritized	Discussed	Specified	Systematized
Controlled	Produced	Drafted	Spoke	Tested
Converted	Recommended	Edited	Suggested	TECHNICAL SKILLS
Coordinated	<u>Reduced (losses)</u>	Elicited	Summarized	
Decided	Reorganized	Enlisted	Synthesized	<u>Adapted</u>
Delegated	Replaced	Explained	Translated	Applied
Developed	Restored	Expressed	Wrote	Assembled
Directed	Scheduled	Formulated	PROBLEM SOLVING SKILLS	Built
Eliminated	Secured	Furnished		Calculated
Emphasized	Selected	Influenced	Analyzed	Computed
Enforced	Streamlined	Interacted	Clarified	Conserved
<u>Enhanced</u>	Strengthened	Interpreted	Collected	Constructed
<u>Established</u>	Supervised	Interviewed	Compared	Converted
Evaluated	Surpassed	Involved	Conducted	Debugged
Executed	Terminated	Joined	Critiqued	<u>Designed</u>
<u>Expanded</u>	COMMUNICATION/ PEOPLE SKILLS	Judged	Detected	Determined
Generated		Lectured	Determined	Developed
Handled	Addressed	Listened	<u>Diagnosed</u>	<u>Engineered</u>
Headed	Advertised	Marketed	Evaluated	Fabricated
Hired	Arbitrated	Mediated	Examined	Fortified
Hosted	Arranged	Moderated	Experimented	Installed
<u>Improved</u>	Articulated	Negotiated	Explored	Maintained
Incorporated	Authored	Observed	Extracted	Operated
<u>Increased</u>	Clarified	Outlined	Formulated	<u>Overhauled</u>
<u>Initiated</u>	Collaborated	Participated	Gathered	Printed
Inspected	Communicated	Persuaded	Identified	Programmed
<u>Instituted</u>	Composed	Presented	Interpreted	Rectified
Led	Condensed	Promoted	<u>Invented</u>	Regulated

TECHNICAL SKILLS (cont)	FINANCIAL/DATA SKILLS	CREATIVE SKILLS (cont)	ORGANIZATION/DETAIL SKILLS	TIME MNGMNT SKILLS
Remodeled	Appraised	Integrated	Arranged	Administered
Repaired	Assessed	<u>Introduced</u>	Catalogued	Developed
Replaced	Audited	<u>Invented</u>	Categorized	Directed
Restored	Balanced	Modeled	Charted	Generated
<u>Solved</u>	Budgeted	Modified	Classified	Improved
Specialized	Calculated	Originated	Coded	Initiated
<u>Spearheaded</u>	Computed	Performed	Collected	Increased
Standardized	Conserved	Photographed	Compiled	Promoted
Studied	Corrected	Planned	Corrected	Reduced
Upgraded	Determined	<u>Revised</u>	Corresponded	ADMINISTRATIVE
Utilized	<u>Developed</u>	Revitalized	Distributed	Administered
TEACHING SKILLS	Estimated	Shaped	Executed	Approved
	Forecasted	Solved	Filed	Arranged
	Managed	COUNSELING SKILLS	Generated	Coordinated
Adapted	Marketed	Adapted	Implemented	Designed
Advised	Measured	Advocated	Incorporated	Established
Clarified	Planned	Assessed	Indexed	Evaluated
Coached	Prepared	Assisted	Inspected	Headed
Communicated	Programmed	Cared for	Inventoried	Hired
Conducted	Projected	Clarified	Logged	Interpreted
<u>Coordinated</u>	Reconciled	Coached	Maintained	Interviewed
Critiqued	Reduced	Counseled	Monitored	Managed
<u>Developed</u>	Researched	Demonstrated	Obtained	Mediated
Enabled	Retrieved	Diagnosed	Operated	Negotiated
Encouraged	CREATIVE SKILLS	Educated	Ordered	Organized
Evaluated		Encouraged	Organized	Prepared
Explained		Ensured	Prepared	Planned
<u>Facilitated</u>	Acted	<u>Expedited</u>	Processed	Supervised
Focused	Adapted	<u>Facilitated</u>	Provided	ACCOMPLISHMENT VERBS
Guided	Began			Achieved
Individualized	Combined	Familiarized	Purchased	Completed
Informed	Composed	Furthered	Recorded	Expanded
Instilled	Conceptualized	Guided	Registered	Exceeded
<u>Instructed</u>	Condensed	Intervened	Reserved	Improved
Motivated	<u>Created</u>	Mediated	Responded	Pioneered
Persuaded	Customized	Mentored	Retrieved	Reduced
Set goals	<u>Designed</u>	Motivated	Reviewed	Resolved
Simulated	<u>Developed</u>	Organized	Routed	Restored
Stimulated	<u>Directed</u>	Prevented	Scheduled	Spearheaded
Taught	Displayed	Provided	Screened	Succeeded
Tested	Drew	Referred	Set up	Surpassed
<u>Trained</u>	Entertained	Rehabilitated	Submitted	Transformed
Transmitted	<u>Established</u>	Represented	Supplied	Won
Tutored	Fashioned	Resolved	<u>Standardized</u>	
FINANCIAL/DATA SKILLS	Formulated	Simplified	Systematized	
	Founded	Supported	<u>Updated</u>	
Administered	Illustrated	ORGANIZATION/DETAIL SKILLS	Validated	
Adjusted	<u>Initiated</u>	Approved	Verified	
Allocated	<u>Instituted</u>			