

ACTION VERBS

The underlined words are especially good for emphasizing accomplishments

- **Management Skills**

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated

Delegated
Developed
Directed
Enhanced
Established
Evaluated
Executed
Increased

Improved
Initiated
Instituted
Managed
Motivated
Organized
Oversaw
Planned

Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Strengthened
Supervised

- **Communication Skills**

Addressed
Authored
Collaborated
Composed
Contacted
Convinced
Corresponded

Directed
Drafted
Edited
Elicited
Explained
Formulated
Influenced

Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted

Publicized
Reconciled
Recruited
Resolved
Spoke
Translated
Wrote

- **Research Skills**

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued

Diagnosed
Evaluated
Examined
Gathered
Extracted
Identified

Interpreted
Interviewed
Investigated
Located
Organized
Researched

Reviewed
Solved
Summarized
Surveyed
Systematized
Tested

- **Technical Skills**

Adapted
Applied
Assembled
Built
Calculated
Computed

Designed
Developed
Devised
Engineered
Fabricated
Installed

Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired

Replaced
Solved
Standardized
Studied
Upgraded
Utilized

- **Teaching Skills**

Adapted
Advised
Coached
Communicated
Coordinated

Developed
Enabled
Encouraged
Evaluated
Explained

Facilitated
Focused
Guided
Individualized
Informed

Instructed
Persuaded
Stimulated
Trained
Tutored

ACTION VERBS

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- **Financial Skills**

Administered
Allocated
Analyzed
Appraised
Audited

Balanced
Budgeted
Calculated
Computed
Developed

Estimated
Forecasted
Managed
Marked
Planned

Projected
Reconciled
Reduced
Researched

- **Creative Skills**

Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed

Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated

Instituted
Integrated
Introduced
Invented
Modified
Originated
Performed

Planned
Revised
Revitalized
Shaped
Solved

- **Helping Skills**

Advocated
Aided
Assessed
Assisted
Clarified
Coached

Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited

Facilitated
Familiarized
Guided
Intervened
Motivated
Referred

Rehabilitated
Represented
Resolved
Supported
Volunteered

- **Clerical/Detail Skills**

Approved
Arranged
Catalogued
Charted
Classified
Coded
Collected
Compiled
Dispatched

Distributed
Executed
Generated
Implemented
Inspected
Maintained
Monitored
Operated
Organized

Prepared
Processed
Purchased
Recorded
Retrieved
Reviewed
Routed
Scheduled
Screened

Set up
Standardized
Specified
Systematized
Tabulated
Updated
Validated
Verified

- **More Verbs for Accomplishments**

Achieved
Expanded
Pioneered
Completed

Improved
Reduced (losses)
Resolved (problems)
Restored

Spearheaded
Succeeded
Surpassed
Transformed

Won