

# Resume Verbs by Skill

## Communication Skills

acted	discussed	justified
adapted	drafted	lectured
addressed	eased	listened
admitted	edited	marketed
advertised	educated	mediated
allowed	elevated	mentored
amended	elicited	moderated
arbitrated	enabled	motivated
argued	encouraged	negotiated
arranged	endorsed	observed
articulated	enforced	outlined
ascertained	enhanced	participated
attested	enlisted	perceived
authored	ensured	persuaded
bolstered	expedited	presented
briefed	explained	prevented
cared for	expressed	promoted
clarified	extracted	proposed
cleared up	facilitated	protected
closed	familiarized	provided
coached	fashioned	publicized
collaborated	formulated	queried
comforted	fostered	questioned
communicated	furnished	reconciled
composed	furthered	recruited
concluded	gathered	referred
condensed	greeted	rehabilitated
conferred	guided	reinforced
consented	handled	related
consulted	headed	rendered
contacted	helped	reported
contributed	highlighted	represented
conveyed	illustrated	resolved
convinced	improvised	responded
cooperated	incorporated	returned
corresponded	indicated	revised
counseled	inferred	sanctioned
critiqued	influenced	served
dealt	informed	settled
debated	instilled	shaped
dedicated	instructed	simplified
defined	insured	supplied
deliberated	interacted	supported
delivered	interpreted	sustained
demonstrated	intervened	tutored
described	interviewed	validated
developed	involved	volunteered
diagnosed	joined	
directed	judged	

## Selling Skills

arbitrated	marketed	publicized
convinced	mediated	resolved
dissuaded	negotiated	secured
earned	persuaded	sold
explained	promoted	tested

## Creative/Innovative Skills

acted	inspected	produced
adapted	installed	proofed
authored	instituted	proposed
began	integrated	prospected
combined	introduced	proved
composed	invented	published
conceptualized	launched	recommended
condensed	led	recruited
conducted	managed	reorganized
created	measured	replaced
customized	merchandised	represented
designed	merged	reserved
developed	modeled	restored
devised	moderated	reviewed
directed	modified	revised
displayed	motivated	revitalized
dramatized	observed	revolutionized
drew	operated	scheduled
entertained	organized	secured
established	originated	selected
fashioned	overhauled	shaped
formulated	oversaw	solved
founded	performed	spearheaded
hosted	photographed	sponsored
identified	pioneered	staged
illustrated	planned	started
improved	prepared	strategized
incorporated	presided	
increased	prioritized	
initiated	processed	

## Financial Skills

administered	conserved	prepared
adjusted	corrected	programmed
allocated	determined	projected
analyzed	developed	reconciled
appraised	estimated	reduced
assessed	forecasted	reported
audited	managed	researched
balanced	marketed	retrieved
budgeted	measured	solicited
calculated	merchandised	sponsored
computed	planned	

## Helping Skills

accommodated	arranged	supervised
adapted	assessed	tailored
advised	assisted	terminated
advocated	assured	transacted
aided	attended	trimmed
alleviated	streamlined	
answered	strengthened	

## Management Skills

acted	delegated	generated
adjusted	designated	governed
administered	determined	guided
advocated	developed	handled
analyzed	devised	headed
anticipated	directed	hired
appointed	displayed	individualized
apportioned	distributed	informed
approved	elected	instilled
assigned	eliminated	instructed
attained	emphasized	motivated
authorized	enforced	persuaded
carried out	enhanced	set goals
chaired	enlisted	simulated
collected	entered	stimulated
completed	established	taught
conducted	evaluated	tested
commissioned	executed	trained
considered	exercised	transmitted
consolidated	facilitated	tutored
contracted	focused	
controlled	forecasted	
converted	formed	
coordinated	formulated	
decided	founded	

## Research Skills

analyzed	polled	reserved
clarified	predicted	responded
collected	researched	retrieved
compared	reviewed	reviewed
conducted	searched	routed
critiqued	solved	scheduled
detected	summarized	screened
determined	surveyed	secured
diagnosed	systematized	selected
evaluated	operated	set up
examined	ordered	simplified
experimented	organized	sought
explored	outlined	specified
extracted	planned	straightened
formulated	prepared	submitted
gathered	processed	supplied
identified	procured	suggested
inspected	programmed	standardized
interpreted	provided	systematized
interviewed	purchased	tabulated
invented	rectified	tracked
investigated	reclassified	updated
located	recorded	validated
measured	registered	verified
observed	reorganized	
organized	rescheduled	

## Organization Skills

acquired	coordinated	logged
activated	corrected	mapped out
adjusted	corresponded	maintained
allocated	customized	monitored
altered	dispatched	neatened
appointed	dispensed	obtained
approved	disseminated	smoothed
arranged	distributed	specified
assembled	documented	spoke
assessed	established	solicited
assigned	executed	submitted
authorized	facilitated	suggested
catalogued	filed	summarized
categorized	formalized	supplemented
centralized	generated	supported
charted	housed	surveyed
classified	implemented	synthesized
coded	incorporated	taught
collected	inspected	translated
committed	instituted	transmitted
compiled	inventoried	verified
completed	issued	welcomed
confirmed	linked	wrote
contracted	located	

## Technical Skills

adapted	developed	rectified
applied	devised	regulated
assembled	distributed	remodeled
built	engineered	repaired
calculated	fabricated	replaced
computed	fortified	restored
conserved	installed	solved
constructed	maintained	specialized
converted	operated	standardized
debugged	overhauled	studied
designed	printed	upgraded
determined	programmed	utilized

## Teaching Skills

adapted	coordinated	evaluated
advised	critiqued	explained
clarified	demystified	served
coached	developed	sold
communicated	enabled	solicited
conducted	encouraged	

## Additional Verbs

accelerated	enlarged	netted	restored
accomplished	expanded	nominated	separated
achieved	exceeded	normalized	served
adjusted	exhibited	offered	shared
advanced	experienced	officiated	showed
appreciated	exported	orchestrated	sketched
aspired	extended	oriented	solidified
augmented	featured	outsourced	sorted
avoided	finalized	overcame	sparked
awarded	financed	oversaw	stabilized
boosted	fixed	perfected	staffed
broadened	focused	piloted	stretched
built	framed	pinpointed	structured
captured	fulfilled	pioneered	substantiated
cataloged	grossed	placed	succeeded
championed	graduated	played	supported
checked	halted	pleased	surpassed
commanded	heightened	popularized	synthesized
communicated	honed	positioned	spearheaded
compared	honored	prescribed	succeeded
compelled	hosted	progressed	targeted
confirmed	hypothesized	provided	teamed
connected	imagined	prompted	tested
continued	imported	propelled	thwarted
contrasted	indexed	qualified	tightened
crafted	induced	raised	totaled
created	innovated	ran	traded
cultivated	inspected	rated	transcribed
decided	inspired	reached	transferred
decentralized	integrated	realigned	transformed
decreased	intensified	realized	transitioned
defined	interacted	reasoned	traveled
deployed	inventoried	received	trebled
detailed	invested	redesigned	tripled
discovered	justified	rebuilt	troubleshoot
displayed	kept	recaptured	tutored
dissected	learned	recognized	undertook
distinguished	led	reduced (losses)	unified
diversified	leveraged	reengineered	united
diverted	licensed	reestablished	used
doubled	lightened	regained	verbalized
drove	liquidated	rejected	verified
earned	mapped	rejuvenated	vitalized
effected	manipulated	repositioned	weighed
employed	manufactured	renegotiated	widened
empowered	marketed	reorganized	withdrew
enacted	mastered	replaced	won
endorsed	maximized	represented	worked
endured	mentored	reshaped	
energized	mobilized	responded to	
enhanced	navigated	restructured	