

Action Verb List

Use action verbs to begin statements describing your skills, responsibilities, and accomplishments..

Administrative

approved
 arranged
 cataloged
 classified
 collated
 compiled
 documented
 inspected
 monitored
 operated
 organized
 prepared
 prioritized
 purchased
 recorded
 resolved
 restored
 retrieved
 screened
 spearheaded
 specified
 systematized
 tabulated
 transformed
 word processed

Communicate

aided
 addressed
 advised
 appraised
 arranged
 arbitrated
 authored
 clarified
 conferred
 consulted
 contributed
 convinced
 cooperated
 coordinated
 corresponded
 counseled
 debated
 defined
 directed

drafted
 edited
 enlisted
 explained
 expressed
 formulated
 helped
 influenced
 informed
 inspired
 interpreted
 interviewed
 lectured
 mediated
 merged
 moderated
 negotiated
 participated
 persuaded
 promoted
 recruited
 represented
 spoke
 suggested
 unified
 verbalized
 wrote

Creative

acted
 abstracted
 adapted
 composed
 conceptualized
 created
 customized
 designed
 developed
 directed
 fashioned
 founded
 generated
 illustrated
 imagined
 Improvised
 innovated
 integrated
 initiated

invented
 originated
 painted
 performed
 problem solved
 revitalized
 shaped
 synthesized
 visualized

Financial

administered
 allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 computed
 developed
 figured
 forecasted
 maintained
 managed
 marketed
 prepared
 projected
 tracked

Helping

Advised
 advocated
 aided
 arbitrated
 assessed
 assisted
 attended
 cared
 carried out
 clarified
 coached
 coordinated
 counseled
 diagnosed
 delivered
 demonstrated
 educated

empathized
 facilitated
 furnished
 mentored
 referred
 related
 provided
 served

Management

achieved
 administered
 analyzed
 assigned
 chaired
 consolidated
 consulted
 contracted
 controlled
 coordinated
 decided
 delegated
 developed
 directed
 established
 evaluated
 implemented
 improved
 initiated
 led
 negotiated
 organized
 planned
 prioritized
 produced
 recommended
 reconciled
 reported
 reviewed
 supervised

**Organizational
Detail skills**

Approved
 Arranged
 Catalogued
 Categorized
 Charted

 Classified
 Coded
 Collected
 Compiled
 Corrected
 Corresponded
 Distributed
 Executed
 Filed
 Generated
 Implemented
 Incorporated
 Inspected
 Logged
 maintained
 monitored
 Obtained
 Operated
 Ordered
 Prepared
 Processed
 Provided
 Purchased
 Recorded
 Registered
 Reserved
 Responded
 Reviewed
 Routed
 Scheduled
 Screened
 Set up
 Submitted
 Supplied
 Standardized
 Systematized
 Updated
 Validated
 Verified

Research

calculated
 cataloged
 clarified
 collected
 computed
 correlated
 critiqued
 diagnosed
 discovered
 evaluated
 examined
 experimented
 extrapolated
 gathered
 identified
 inspected
 investigated
 monitored
 observed
 organized
 proved
 surveyed
 tested

Teaching

adapted
 advised
 clarified
 coached
 coordinated
 explained
 guided
 informed
 instilled
 instructed
 trained

Technical

Assembled
 adapted
 calculated
 computed
 constructed
 converted
 designed
 engineered
 installed
 maintained
 operated
 overhauled

regulated
 restored
 standardized
 upgraded

**Personal
Qualities**

**Work
Environment**

Fast paced
 Structured
 Flexible
 Provide variety
 Autonomous
 Team-oriented
 Customer-oriented
 Highly-organized
 Systematic
 Improvement
 (focused on)

Personality

**Direct;
Decisive**
 Results-oriented
 Independent
 Initiative
 Risk-taker
 Decisive
 Competitive
 Quick
 Goal-oriented

**Sympathetic
supportive**

Team-oriented
 Deliberated
 Consistent
 Specialist
 Listen
 Patient
 Cautious

**Precise
Reflective;
reserved**

Accurate
 Fact-finder
 Diplomatic
 Systematic
 Analytical
 Cautious
 Attentive to
 detail

**Outgoing;
optimistic**

Enthusiastic
 People-oriented
 Verbally
 articulate
 Optimistic
 Energetic
 Persuasive
 Trusting