

List of Action Verbs for Resumes & Professional Profiles

Management/Leadership Skills

Analyzed	Enforced	Improved	Oversaw	Reviewed
Appointed	Enhanced	Incorporated	Pioneered	Scheduled
Advanced	Established	Increased	Planned	Slashed
Boosted	Executed	Innovate	Prioritized	Streamlined
Coordinated	Generated	Integrated	Produced	Strengthened
Developed	Hosted	Led	Recommended	Supervised
Directed	Organized	Managed	Restored	Supported
Emphasized				

Communication/People Skills

Addressed	Described	Expressed	Outlined	Resolved
Advertised	Developed	Listened	Presented	Spoke
Arranged	Directed	Marketed	Proposed	Wrote
Collaborated	Drafted	Moderated	Publicized	
Communicated	Edited	Negotiated	Recruited	
Defined	Explained	Observed	Reported	

Research Skills

Analyzed	Examined	Researched
Collected	Identified	Solved
Conducted	Interviewed	Surveyed
Critiqued	Investigated	Tested
Diagnosed	Measured	
Evaluated	Organized	

Technical Skills

Assembled	Developed	Printed	Upgraded
Built	Devised	Programmed	Utilized
Constructed	Fortified	Regulated	
Converted	Installed	Remodeled	
Debugged	Maintained	Repaired	
Designed	Operated	Restored	
	Overhauled		

Teaching Skills

Advised	Enabled	Informed
Coached	Encouraged	Instructed
Communicated	Evaluated	Simulated
Coordinated	Explained	Trained
Critiqued	Facilitated	Tutored
Developed	Guided	

Financial/Data Skills

Adjusted	Developed	Reduced
Analyzed	Estimated	Quantified
Appraised	Forecasted	
Audited	Managed	
Balanced	Marketed	
Calculated	Programmed	

Creative Skills

Adapted	Directed	Modeled	Shaped
Conceptualized	Drew	Modified	Solved
Created	Fashioned	Photographed	
Customized	Illustrated	Planned	
Designed	Integrated	Revised	
Developed	Invented	Revitalized	

Helping Skills

Advocated	Counseled	Rehabilitated
Aided	Diagnosed	Resolved
Arranged	Educated	Simplified
Assessed	Facilitated	Supplied
Assigned	Guided	Supported
Assisted	Intervened	Volunteered
Collaborated		

Organization/Detail Skills

Categorized	Filed	Monitored	Recorded	Supplied
Coded	Implemented	Operated	Registered	Updated
Collected	Incorporated	Ordered	Reserved	Verified
Compiled	Inspected	Organized	Responded	
Distributed	Logged	Prepared	Reviewed	
Executed	Maintained	Processed	Scheduled	

More Verbs for Accomplishments

Expanded	Restored
Exceeded	Spearheaded
Improved	Surpassed
Pioneered	Transformed
Reduced (losses)	
Resolved (issues)	