

ACTION WORDS FOR RESUMES

- The word list is categorized into various skill areas
- Action verbs give your resume power and direction
- Represent clear/concise message about your skills to the employer

Manual Skills

Assembled
Bent
Bound
Controlled
Cut
Operated
Tended
Ground
Set-up
Fed
Moved
Lifted
Pulled
Shipped
Handled
Drilled

Financial Skills

Calculated
Computed
Planned
Managed
Budgeted
Audited
Appraise
Researched
Analyzed
Dept Records
Detailed
Allocated
Administered
Developed
Solved

Helping Skills

Related
Guided
Led
Adjusted
Serviced
Attended

Teaching Skills

Influenced
Persuaded
Briefed
Informed
Encouraged
Communicated
Advised
Guided
Coached
Instructed
Explained
Enlightened
Stimulated
Invented
Adapted Adopted
Facilitated
Coordinated
Developed
Enabled
Clarified
Evaluated
Decided
Initiated

Creative Skills

Innovated
Developed
Created
Imagined
Designed
Planned
Integrated
Generated
Perceived
Visualized
Fashioned
Shaped
Wrote
Performed
Acted
Played

Communication

Influenced
Persuaded
Helped
Directed
Lead
Reasoned
Sold
Developed
Recruited
Created
Negotiated
Arranged
Mediated
Reconciled
Obtained
Wrote
Interpreted
Enlisted
Motivated
Read
Spoke

Research Skills

Clarified
Surveyed
Interviewed
Investigated
Inspected
Gathered
Examined
Diagnosed
Reviewed
Organized
Evaluated
Critiqued
Collected
Interpreted
Decided
Wrote
Extracted
Extrapolated
Synthesized

Management

Developed
Planned
Organized
Executed
Supervised
Scheduled
Assigned
Directed
Coordinated
Analyzed
Delegated
Hired
Recommended
Evaluated
Administered
Produced
Controlled

Detailed Skills

Approved
Validated
Retained
Executed
Dispatched
Responded
Implemented
Enforced
Met deadlines
Arranged
Judged
Collected
Compiled
Purchased
Compared
Inspected
Organized
Classified
Operated
Copied
Retrieved
Recorded
Processed