

## ACTION VERBS – BY SKILLS CATEGORIES

Use these verbs to describe your skills and accomplishments when writing your resume and cover letters.

### Communication Skills

- Articulated
- Clarified
- Collaborated
- Communicated
- Consulted
- Conveyed
- Convinced
- Debated
- Directed
- Discussed
- Explained
- Influenced
- Interpreted
- Listened
- Marketed
- Mediated
- Moderated
- Negotiated
- Persuaded
- Presented
- Proposed
- Reported
- Resolved
- Summarized
- Translated

### Creative Skills

- Adapted
- Composed
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Directed
- Established
- Formulated
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Modified
- Originated
- Performed
- Planned
- Revised
- Revitalized
- Shaped
- Solved

### Financial Skills

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Balanced
- Budgeted
- Calculated
- Computed
- Corrected
- Determined
- Developed
- Estimated
- Forecasted
- Managed
- Marketed
- Measured
- Planned
- Prepared
- Projected
- Reconciled
- Reduced
- Researched
- Retrieved

### Helping Skills

- Advocated
- Aided
- Assessed
- Assisted
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Educated
- Encouraged
- Ensured
- Guided
- Helped
- Insured
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

### Management Skills

- Administered
- Analyzed
- Assigned
- Coordinated
- Delegated
- Developed
- Directed
- Enforced
- Established
- Executed
- Improved
- Incorporated
- Initiated
- Inspected
- Instituted
- Managed
- Motivated
- Organized
- Planned
- Produced
- Reorganized
- Reviewed
- Scheduled
- Streamlined
- Supervised

### Organizational Skills

- Arranged
- Catalogued
- Categorized
- Classified
- Coded
- Collected
- Compiled
- Distributed
- Generated
- Incorporated
- Inspected
- Maintained
- Monitored
- Operated
- Organized
- Prepared
- Processed
- Reviewed
- Routed
- Scheduled
- Screened
- Supplied
- Systematized
- Updated
- Verified

### Research Skills

- Advised
- Analyzed
- Clarified
- Collected
- Conducted
- Critiqued
- Detected
- Evaluated
- Examined
- Explained
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Investigated
- Located
- Measured
- Researched
- Reviewed
- Solved
- Summarized
- Surveyed
- Tested

### Technical Skills

- Assembled
- Built
- Calculated
- Computed
- Constructed
- Converted
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Installed
- Maintained
- Operated
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Restored
- Solved
- Standardized
- Upgraded
- Utilized