

ACTION VERBS

accomplished	corrected	formed	met	reorganized
achieved	correlated	formulated	modified	repaired
acted as	corresponded	founded	monitored	reported
adapted	counseled	functioned	motivated	represented
addressed	created	gained	negotiated	researched
adjusted	critiqued	gathered	observed	resolved
administered	cultivated	generated	obtained	responded
advanced	customized	guided	offered	restored
advised	dealt	handled	operated	restructured
advocated	defined	headed	ordered	retrieved
aided	delegated	helped	organized	reviewed
allocated	demonstrated	hosted	originated	revised
analyzed	described	identified	overhauled	revitalized
answered	designed	illustrated	oversaw	scanned
appointed	developed	improved	participated	scheduled
appraised	devised	improvised	performed	screened
arbitrated	diagnosed	incorporated	persuaded	searched
arranged	directed	increased	piloted	secured
assembled	discovered	indexed	pioneered	serviced
assisted	dispatched	influenced	planned	simplified
audited	displayed	informed	prepared	solicited
balanced	documented	initiated	presented	solved
budgeted	drafted	innovated	prevented	sorted
calculated	edited	inspected	prioritized	spearheaded
cared	educated	installed	processed	specified
catalogued	eliminated	instituted	produced	stimulated
categorized	enabled	instructed	programmed	strategized
charged	encouraged	integrated	projected	streamlined
charted	enforced	interacted	promoted	strengthened
clarified	engineered	interfaced	proofread	structured
classified	enhanced	interpreted	proposed	studied
coached	ensured	interviewed	provided	submitted
collaborated	entered	introduced	publicized	substantiated
collated	established	invented	purchased	succeeded
collected	estimated	inventoried	raised	summarized
communicated	evaluated	investigated	ranked	supervised
compared	examined	itemized	received	surveyed
compiled	exceeded	kept	recognized	systemized
completed	excelled	launched	recommended	tabulated
composed	executed	led	reconciled	taught
computed	expanded	listed	recorded	trained
conducted	expedited	listened	recruited	transcribed
configured	explained	located	redesigned	transferred
consolidated	explored	logged	reduced	transformed
constructed	extracted	lowered	referred	translated
consulted	fabricated	made	refined	troubleshoot
contracted	facilitated	maintained	registered	updated
controlled	familiarized	managed	regulated	upgraded
converted	filed	marketed	reinforced	utilized
convinced	finalized	maximized	related	validated
coordinated	fixed	mediated	relied	verified
copied	forecasted	mentored	remodeled	visualized

Action Verbs by Category

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
trained

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
executed
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
upgraded

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
summarized
surveyed

Communication Skills

addressed
arbitrated
arranged
collaborated
convinced
developed
drafted
edited
explained
formulated
interpreted
negotiated
persuaded
promoted
publicized
translated
wrote

Management Skills

administered
analyzed
consolidated
coordinated
delegated
developed
directed
evaluated
improved
increased
organized
oversaw
planned
prioritized
recommended
strengthened
supervised

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed
established
founded
illustrated
initiated
instituted
introduced
invented
originated
performed
planned
revitalized

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
represented

Clerical or Detail Skills

approved
catalogued
classified
collected
compiled
generated
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
screened
specified
systematized
tabulated

Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

Interpersonal Keywords Most Requested by Employers Using Resume-Scanning Software

Ability to delegate
Ability to implement
Ability to plan
Ability to train
Accurate
Adaptable
Aggressive worker
Analytical ability

Assertive
Communication skills
Competitive
Creative
Customer oriented
Detail minded
Ethical
Flexible

Follow instructions
Follow through
Follow up
High energy
Industrious
Innovative
Leadership
Multitasking

Organizational skills
Problem solving
Public speaking
Results oriented
Supportive
Takes initiative
Team building
Team player