

ACTION VERBS

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When trying to describe an experience or skill, action verbs resonate with employers the best. The following list compiles such action verbs, categorized by field/skill area. Use the action verb that best fits the situation you are conveying. Most importantly, look at the job description for the job you are applying for. What skills are they looking for? What words do they use to describe those skills? You should use as many of the same words in describing yourself as possible, while staying honest, of course.

ASSISTIVE SKILLS

- Adapted
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Clarified
- Coached
- Collaborated
- Examined
- Contracted
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Educated
- Expedited
- Facilitation
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

COMMUNICATION SKILLS

- Addressed
- Advertised
- Arbitrated
- Arranged
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Conferred
- Consulted
- Contacted
- Conveyed
- Contributed
- Convinced
- Corresponded
- Debated
- Defined
- Developed
- Directed
- Discussed
- Drafted
- Edited
- Elicited
- Enforced
- Enlisted
- Explained
- Expressed
- Formulated
- Furnished
- Incorporated
- Influenced
- Interacted
- Interpreted
- Interviewed
- Involved
- Joined
- Judged
- Lectured
- Listened
- Marketed
- Mediated
- Moderated
- Negotiated
- Observed
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Publicized
- Reconciled
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
- Solicited
- Specified
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Wrote

CREATIVE SKILLS

- Acted
- Adapted
- Authored
- Began
- Emphasized
- Compiled
- Combined
- Composed
- Conceptualized
- Condensed
- Condensed
- Created
- Customized
- Designed
- Developed
- Directed
- Displayed
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Modeled
- Modified
- Originated
- Performed
- Photographed
- Planned
- Revised
- Revitalized
- Shaped
- Solved

DATA/FINANCIAL SKILLS

- Administered
- Adjusted
- Allocated
- Appraised
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved
- Corrected
- Determined

- Developed
- Estimated
- Experimented
- Forecasted
- Managed
- Marketed
- Measured
- Netted
- Planned
- Prepared
- Programmed
- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Retrieved

LEADERSHIP SKILLS

- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Authorized
- Chaired
- Considered
- Consolidated
- Enhanced
- Established
- Executed
- Generated
- Handled
- Headed
- Hired
- Hosted
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Merged
- Motivated
- Navigated
- Organized
- Originated
- Overhauled
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Restored
- Reviewed
- Scheduled
- Secured
- Selected
- Streamlined

ORGANIZATIONAL SKILLS

- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Logged
- Maintained
- Monitored
- Obtained
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded
- Reviewed
- Routed
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Systemized
- Updated
- Validated
- Verified

RESEARCH SKILLS

- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Detected
- Determined
- Diagnosed
- Evaluated
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Researched
- Reviewed
- Searched
- Solved
- Summarized
- Surveyed
- Systematized
- Tested

TEACHING SKILLS

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Controlled
- Coordinated
- Converted
- Critiqued
- Decided
- Developed
- Directed
- Eliminated
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Instilled
- Instructed
- Motivated
- Persuaded
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted
- Tutored

TECHNICAL SKILLS

- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Conserved
- Debugged
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Installed
- Maintained
- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Upgrade