



## Action Verbs

Consider these action verbs when writing your bullet points. Adapted from [livecareer.com](http://livecareer.com).

INTERPERSONAL SKILLS						
Addressed	Advertised	Arbitrated	Arranged	Articulated	Authored	Clarified
Collaborated	Communicated	Composed	Condensed	Conferred	Consulted	Contacted
Conveyed	Convinced	Corresponded	Debated	Defined	Developed	Directed
Discussed	Drafted	Edited	Elicited	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	Began	Combined	Composed	Conceptualized	Condensed
Created	Customized	Designed	Developed	Directed	Displayed	Drew
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	Analyzed	Appraised	Assessed	
Audited	Balanced	Budgeted	Calculated	Computed	Conserved	
Corrected	Determined	Developed	Estimated	Forecasted	Managed	
Marketed	Measured	Netted	Planned	Prepared	Programmed	
Projected	Qualified	Reconciled	Reduced	Researched	Retrieved	
HELPING SKILLS						
Adapted	Advocated	Aided	Answered	Arranged	Assessed	Assisted
Clarified	Coached	Collaborated	Contributed	Cooperated	Counseled	Demonstrated
Diagnosed	Educated	Encouraged	Ensured	Expedited	Facilitated	Familiarized
Furthered	Guided	Helped	Insured	Intervened	Motivated	Prevented
Provided	Referred	Rehabilitated	Represented	Resolved	Simplified	Supplied
Supported	Volunteered					

## MANAGEMENT/LEADERSHIP SKILLS

Administered	Analyzed	Appointed	Approved	Assigned	Attained
Authorized	Chaired	Considered	Consolidated	Contracted	Controlled
Converted	Coordinated	Decided	Delegated	Developed	Directed
Eliminated	Emphasized	Enforced	Enhanced	Established	Executed
Generated	Handled	Headed	Hired	Hosted	Improved
Incorporated	Increased	Initiated	Inspected	Instituted	Led
Managed	Merged	Motivated	Navigated	Organized	Originated
Overhauled	Oversaw	Planned	Presided	Prioritized	Produced
Recommended	Reorganized	Replaced	Restored	Reviewed	Scheduled
Secured	Selected	Streamlined	Strengthened	Supervised	Terminated

## ORGANIZATIONAL SKILLS

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

## RESEARCH SKILLS

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

## TEACHING SKILLS

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

## TECHNICAL SKILLS

Adapted	Applied	Assembled	Built	Calculated	Computed
Conserved	Constructed	Converted	Debugged	Designed	Determined
Developed	Engineered	Fabricated	Fortified	Installed	Maintained
Operated	Overhauled	Printed	Programmed	Rectified	Regulated
Remodeled	Repaired	Replaced	Restored	Solved	Specialized
Standardized	Studied	Upgraded	Utilized		

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