

## ACTIONS VERBS FOR SKILLS AND ACCOMPLISHMENTS TO UTILIZE ON YOUR RESUME

### MANAGEMENT AND LEADERSHIP SKILLS

|              |            |             |            |            |
|--------------|------------|-------------|------------|------------|
| Accomplished | Control    | Found       | Oversee    | Select     |
| Administer   | Coordinate | Head        | Pioneer    | Solve      |
| Analyze      | Delegate   | Hire        | Plan       | Spearhead  |
| Apply        | Determine  | Implement   | Prioritize | Sponsor    |
| Approve      | Develop    | Improve     | Produce    | Start      |
| Assign       | Direct     | Incorporate | Promote    | Strengthen |
| Attain       | Enlist     | Increase    | Recommend  | Supervise  |
| Chair        | Establish  | Initiate    | Recruit    | Train      |
| Conduct      | Evaluate   | Inspire     | Represent  | Trim       |
| Consolidate  | Exceed     | Led         | Resolve    | Utilize    |
| Contact      | Execute    | Manage      | Retain     |            |
| Contract     | Formalize  | Operate     | Review     |            |
| Consolidate  | Form       | Organize    | Schedule   |            |

### COMMUNICATION SKILLS

|             |             |           |             |           |
|-------------|-------------|-----------|-------------|-----------|
| Address     | Demonstrate | Influence | Participate | Report    |
| Arbitrate   | Develop     | Inform    | Persuade    | Respond   |
| Arrange     | Direct      | Interpret | Present     | Secure    |
| Author      | Dissuade    | Lecture   | Promote     | Sell      |
| Brief       | Draft       | Listen    | Propose     | Solicit   |
| Collaborate | Edit        | Market    | Publish     | Speak     |
| Consult     | Enlist      | Mediate   | Publicize   | Summarize |
| Contact     | Explain     | Moderate  | Reconcile   | Translate |
| Convince    | Familiarize | Motivate  | Recruit     | Write     |
| Correspond  | Formulate   | Negotiate | Relate      |           |

### RESEARCH AND TECHNICAL SKILLS

|           |             |             |            |              |
|-----------|-------------|-------------|------------|--------------|
| Analyze   | Design      | Examine     | Model      | Salvage      |
| Assemble  | Detect      | Experiment  | Obtain     | Search       |
| Assess    | Determine   | Extract     | Operate    | Solve        |
| Automate  | Devise      | Fabricate   | Organize   | Summarize    |
| Build     | Diagnose    | Gather      | Overhaul   | Survey       |
| Calculate | Disassemble | Group       | Program    | Systematize  |
| Clarify   | Discover    | Identify    | Reduce     | Test         |
| Collect   | Divert      | Inspect     | Refine     | Train        |
| Compile   | Document    | Install     | Remodel    | Troubleshoot |
| Compute   | Eliminate   | Interpret   | Repair     | Uncover      |
| Construct | Engineer    | Interview   | Reposition | Upgrade      |
| Consult   | Enhance     | Investigate | Research   |              |
| Critique  | Evaluate    | Maintain    | Review     |              |

### TEACHING SKILLS

|             |           |            |           |       |
|-------------|-----------|------------|-----------|-------|
| Adapt       | Correct   | Encourage  | Instruct  | Teach |
| Advise      | Deliver   | Evaluate   | Introduce | Train |
| Clarify     | Demystify | Explain    | Lecture   | Tutor |
| Coach       | Develop   | Facilitate | Persuade  |       |
| Communicate | Educate   | Guide      | Set goals |       |
| Coordinate  | Enable    | Inform     | Stimulate |       |

### FINANCIAL SKILLS

|            |           |          |          |           |
|------------|-----------|----------|----------|-----------|
| Administer | Audit     | Compute  | Forecast | Project   |
| Allocate   | Balance   | Decrease | Manage   | Reconcile |
| Analyze    | Budget    | Develop  | Market   | Reduce    |
| Appraise   | Calculate | Finance  | Plan     | Research  |

---

**CREATIVE SKILLS**

|               |           |            |           |               |
|---------------|-----------|------------|-----------|---------------|
| Act           | Customize | Find       | Integrate | Redesign      |
| Author        | Design    | Founder    | Introduce | Revamp        |
| Award         | Develop   | Illustrate | Invent    | Revitalize    |
| Compose       | Devise    | Improve    | Originate | Revolutionize |
| Conceptualize | Direct    | Initiate   | Perform   | Shape         |
| Concern       | Establish | Innovative | Plan      |               |
| Create        | Fashion   | Institute  |           |               |

---

**CUSTOMER SERVICE AND TEAMWORK SKILLS**

|             |             |             |          |           |
|-------------|-------------|-------------|----------|-----------|
| Aid         | Compromise  | Elaborate   | Help     | Represent |
| Assess      | Confront    | Empathize   | Instill  | Resolve   |
| Assist      | Contribute  | Encourage   | Mentor   | Serve     |
| Attend      | Cooperate   | Expedite    | Motivate | Settle    |
| Clarify     | Counsel     | Facilitate  | Provide  | Support   |
| Coach       | Demonstrate | Familiarize | Reflect  | Treat     |
| Collaborate | Diagnose    | Guide       | Refer    |           |

---

**ADMINISTRATIVE, ORGANIZATIONAL AND CLERICAL SKILLS**

|            |            |           |            |             |
|------------|------------|-----------|------------|-------------|
| Approve    | Compile    | Generate  | Prepare    | Screen      |
| Arrange    | Complete   | Handle    | Process    | Sort        |
| Assemble   | Coordinate | Implement | Purchase   | Specify     |
| Catalogue  | Dispatch   | Inspect   | Record     | Systematize |
| Centralize | Distribute | Maintain  | Reorganize | Tabulate    |
| Classify   | Enforce    | Monitor   | Retrieve   | Update      |
| Collect    | Enlarge    | Organize  | Operate    | Validate    |
| Compare    | Execute    | Plan      | Schedule   |             |

---

**HELPING SKILLS**

|         |             |             |           |  |
|---------|-------------|-------------|-----------|--|
| Aid     | Coach       | Expedite    | Monitor   |  |
| Assess  | Counsel     | Familiarize | Refer     |  |
| Assist  | Demonstrate | Guide       | Save      |  |
| Clarify | Educate     | Help        | Suggested |  |

---

**MORE VERBS FOR ACCOMPLISHMENTS AND RESULTS ACHIEVED**

|            |           |           |            |            |
|------------|-----------|-----------|------------|------------|
| Achieve    | Eliminate | Improve   | Proposed   | Supplement |
| Adapt      | Ensure    | Increase  | Reduce     | Support    |
| Attain     | Exceed    | Launch    | Resolve    | Transform  |
| Boost      | Excel     | Maintain  | Restore    | Upgrade    |
| Broaden    | Expand    | Master    | Revise     | Uncover    |
| Complete   | Expedite  | Modernize | Save       |            |
| Contribute | Gain      | Multiply  | Solve      |            |
| Decrease   | Generate  | Pioneer   | Strengthen |            |