

## Key Action Verbs

Your resume must be accomplishment focused and action oriented in order to catch the reader's eye. Listed below are a few ideas to help you start each sentence or phrase on your resume with an action verb.

### Communication Skills

Advertised  
Authored  
Clarified  
Composed  
Contacted  
Corresponded  
Demonstrated  
Drafted  
Edited  
Facilitated  
Informed  
Interpreted  
Mediated  
Negotiated  
Notified  
Presented  
Persuaded  
Promoted  
Proofread  
Publicized  
Published  
Translated  
Wrote

### Creative Skills

Built  
Composed  
Conceptualized  
Constructed  
Created  
Designed  
Developed  
Directed  
Established  
Founded  
Generated  
Initiated  
Invented  
Launched  
Originated  
Performed  
Piloted  
Planned  
Produced  
Revised

### Helping Skills

Advised  
Advocated  
Aided  
Assessed  
Assisted  
Coached  
Collaborated  
Counseled  
Diagnosed  
Directed  
Encouraged  
Guided  
Inspired  
Led  
Mentored  
Represented  
Served  
Supported

### Leadership Skills

Achieved  
Clarified  
Decided  
Delegated  
Effectuated  
Enhanced  
Exceeded  
Excelled  
Headed  
Improved  
Inspired  
Instigated  
Led  
Marketed  
Motivated  
Participated  
Presided  
Recommended  
Succeeded

### Management/ Organization Skills

Administered  
Arranged  
Assembled  
Completed  
Conducted  
Controlled  
Correlated  
Determined  
Directed  
Eliminated  
Engineered  
Evaluated  
Executed  
Expanded  
Implemented  
Increased  
Maintained  
Managed  
Planned  
Prepared  
Procured  
Provided  
Scheduled  
Solved  
Supervised

### Research Skills

Analyzed  
Clarified  
Coded  
Compared  
Contrasted  
Evaluated  
Examined  
Experimented  
Explored  
Inquired  
Interpreted  
Interviewed  
Investigated  
Reported  
Reviewed  
Studied  
Summarized

### Teaching Skills

Advised  
Assessed  
Clarified  
Coached  
Conducted  
Demonstrated  
Developed  
Educated  
Evaluated  
Explained  
Facilitated  
Guided  
Illustrated  
Informed  
Instructed  
Led  
Mentored  
Planned  
Trained  
Tutored

### Technical Skills

Analyzed  
Budgeted  
Built  
Calculated  
Computed  
Correlated  
Developed  
Financed  
Handled  
Maintained  
Operated  
Programmed  
Repaired