



Resume Writing Guide

Action Verb List

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
produced
reviewed
scheduled
supervised

Technical Skills

assembled
built
calculated
computed
designed
engineered
fabricated
maintained
operated
programmed
remodeled
repaired
solved
trained
upgraded

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
interpreted
lectured
moderated
motivated
negotiated
promoted
publicized
reconciled
recruited
spoke
translated

Research Skills

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



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Clerical Skills

approved
catalogued
classified
collected
compiled
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
specified
systematized
validated

Creative Skills

acted
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
performed
planned
revitalized
shaped

Training Skills

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

Financial Skills

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

