

## List of Action Verbs for Resumes & Professional Profiles

### Student-focused verbs (present)

analyze  
apply  
appraise  
arrange  
assemble  
assess  
calculate  
categorize  
choose  
cite  
classify  
collect  
combine  
compare  
compose  
construct  
create  
criticize  
debate  
defend  
define  
demonstrate  
depict  
describe  
design  
diagram  
differentiate  
discuss  
distinguish  
dramatize  
employ  
estimate  
evaluate  
examine  
experiment  
explain  
express

formulate  
identify  
illustrate  
inspect  
integrate  
interpret  
judge  
justify  
label  
list  
locate  
locate  
manage  
match  
measure  
name  
operate  
organize  
plan  
practice  
prepare  
propose  
question  
quote  
rate  
recall  
recognize  
record  
relate  
relate  
report  
reproduce  
restate  
review  
revise  
schedule  
score  
select  
sketch

solve  
state  
test  
translate  
underline  
use  
value  
[Management/  
Leadership Skills](#)  
Achieved  
administered  
allocated  
analyzed  
appointed  
approved  
arranged  
assembled  
assigned  
attained  
authorized  
awarded chaired  
completed  
conceived  
conducted  
considered  
consolidated  
contracted  
controlled  
converted  
coordinated  
decided  
delegated  
determined  
developed  
directed  
discharged  
eliminated  
emphasized  
encouraged

enforced  
engineered  
enhanced  
established  
evaluated  
executed  
expanded  
generated  
governed  
handled  
headed  
hired  
hosted  
implemented  
improved  
incorporated  
increased  
initiated  
inspected  
instituted  
launched  
led  
maintained  
managed  
merged  
motivated  
navigated  
organized  
outlined  
originated  
overhauled  
oversaw  
planned  
prepared  
presided  
prioritized  
procured  
produced  
provided

## List of Action Verbs for Resumes & Professional Profiles

recommended  
reevaluated  
regulated  
rejected  
reorganized  
reported  
replaced  
required  
restored  
reviewed  
scheduled  
secured  
selected  
streamlined  
settled  
signed  
solved  
specified  
sponsored  
stipulated  
streamlined  
strengthened  
supervised  
terminated

### Communication

### / People Skills

addressed  
advertised  
arbitrated  
arranged  
articulated  
authored  
circulated  
clarified  
coached  
collaborated  
communicated  
composed  
condensed

conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded  
counseled  
debated  
defined  
described  
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  
  
Research Skills  
analyzed  
clarified  
collected  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated  
gathered  
identified  
inspected  
interpreted

interviewed  
invented  
investigated  
located  
measured  
organized  
researched  
searched  
solved  
summarized  
surveyed  
systematized  
tested

### Technical Skills

adapted  
assembled  
built  
calculated  
computed  
conserved  
constructed  
converted  
debugged  
designed  
determined  
developed  
engineered  
fabricated  
fortified  
installed  
maintained  
operated  
overhauled  
printed  
programmed  
rectified  
regulated  
remodeled  
repaired

**BUILDING  
REMARKABLE  
FUTURES**

## List of Action Verbs for Resumes & Professional Profiles

replaced  
restored  
solved  
specialized  
standardized  
studied  
upgraded  
utilized

### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
conducted  
coordinated  
critiqued  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
focused  
guided  
individualized  
informed  
instilled  
instructed  
motivated  
persuaded  
set goals  
simulated  
stimulated  
taught  
tested  
trained  
transmitted  
tutored

### Financial / Data Skills

administered  
adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
determined  
developed  
estimated  
forecasted  
managed  
marketed  
measured  
planned  
programmed  
projected  
reconciled  
reduced  
researched  
retrieved  
creative skills  
acted  
adapted  
began  
combined  
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  
Helping skills  
adapted  
advocated  
aided  
answered  
arranged  
assessed  
assisted  
cared for  
clarified  
coached  
collaborated  
contributed  
cooperated

counseled  
demonstrated  
diagnosed  
educated  
encouraged  
ensured  
expedited  
facilitated  
familiarize  
furthered  
guided  
helped  
insured  
intervened  
motivated  
provided  
referred  
rehabilitated  
presented  
resolved  
simplified  
supplied  
supported  
volunteered  
Organization/  
Detail Skills  
approved  
arranged  
cataloged  
categorized  
charted  
classified  
coded  
collected  
compiled  
corresponded  
distributed  
executed  
filed

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## List of Action Verbs for Resumes & Professional Profiles

generated	reduced (losses)
implemented	resolved (issues)
incorporated	restored
inspected	spearheaded
logged	succeeded
maintained	surpassed
monitored	transformed
obtained	won
operated	
ordered	
organized	
prepared	
processed	
provided	
purchased	
recorded	
registered	
reserved	
responded	
reviewed	
routed	
scheduled	
screened	
set up	
submitted	
supplied	
standardized	
systematized	
updated	
validated	
verified	

[More verbs for  
Accomplishments](#)

achieved  
completed  
expanded  
exceeded  
improved  
pioneered

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FUTURES**