

Action Verbs for Resume by Skill Type

Creativity/Problem Solving

Aided, adapted, alleviated, altered, ameliorated, augmented, built, corrected, counseled, crafted, customized, consolidated, debugged, designed, determined, devised, drafted, eased, elevated, enhanced, established, extracted, founded, fixed, formulated, fulfilled, identified, implemented, improvised, initiated, invented, launched, modified, optimized, overhauled, patched, polished, pioneered, rebuilt, reformulated, rectified, reduced, rejuvenated, relieved, remodeled, repaired, resolved, restored, revitalized, revived, solved, streamlined, strengthened, supplemented, troubleshoot, transformed

Teamwork/Collaboration

Accommodated, assimilated, assisted, clarified, coached, coalesced, collaborated, contributed, cooperated, demonstrated, diversified, embraced, encouraged, facilitated, guided, harmonized, inspired, joined, mediated, merged, motivated, participated, partnered, provided, referred, represented, supported, taught, trained, united

Leadership

Administered, advised, allocated, appointed, approved, assigned, authorized, chaired, championed, coached, controlled, coordinated, cultivated, delegated, designated, developed, directed, empowered, enabled, encouraged, endorsed, enforced, enhanced, ensured, evaluated, executed, facilitated, fostered, founded, guided, headed, hosted, influenced, initiated, inspired, instructed, judged, led, leveraged, mentored, moderated, monitored, officiated, orchestrated, organized, oversaw, planned, predicted, prioritized, produced, recommended, reconciled, recruited, renovated, resolved, scheduled, supervised, trained

Communication

Addressed, advocated, arbitrated, arranged, authored, briefed, campaigned, clarified, co-authored, communicated, composed, consulted, conveyed, convinced, corresponded, counseled, critiqued, defined, directed, documented, drafted, edited, enlisted, explained, fielded, illustrated, influenced, informed, Interpreted, lobbied, marketed, mediated, moderated, negotiated, persuaded, presented, promoted, proposed, publicized, queried, reconciled, reported, reviewed, spoke, summarized, translated, wrote

Organization

Arranged, assembled, budgeted, calculated, catalogued, centralized, charted, classified, collected, compiled, consolidated, converted, correlated, customized, dispatched, executed, filed, implemented, indexed, inspected, integrated, linked, merged, operated, ordered, organized, planned, prepared, recorded, refined, refocused, regulated, replaced, restructured, revamped, saved, scheduled, screened, simplified, specified, standardized, tabulated, updated, upgraded

Time Management

Accelerated, advanced, balanced, boosted, conserved, decreased, deducted, ensured, expedited, furthered, generated, lessened, maximized, prioritized, recorded, reduced, scheduled, strategized, sustained, yielded

Technical/Research/Lab

Analyzed, clarified, coded, collected, compared, computed, conducted, converted, critiqued, detected, diagnosed, discovered, engineered, estimated, evaluated, examined, experimented, explored, extracted, fabricated, forecasted, formulated, gathered, identified, installed, inspected, interpreted, investigated, located, measured, organized, probed, projected, proved, quantified, reviewed, searched, solved, summarized, surveyed, synthesized, tested, tracked, troubleshoot, upgraded

Customer Service

Aided, answered, arranged, assessed, cared for, consulted, conveyed, encouraged, engaged, ensured, expedited, explained, interacted, insured, motivated, persuaded, promoted, provided, referred, resolved, suggested, supplied, supported

“Created”

Achieved, arranged, assembled, authored, built, chartered, conceptualized, constructed, customized, derived, designed, developed, devised, diagrammed, drafted, engaged in, established, fashioned, forged, formed, formulated, illustrated, incorporated, initiated, launched, modeled, organized, originated, pioneered, planned, produced, published, pursued, revitalized, set up, shaped, spearheaded, strategized, structured

“Managed”

Advised, aligned, arranged, authorized, conducted, controlled, cultivated, directed, empowered, enabled, endorsed, enforced, ensured, facilitated, fostered, governed, guided, handled, identified, inspired, monitored, motivated, orchestrated, oversaw, regulated, supervised

“Responsible for”

Accelerated, accomplished, acted as, controlled, founded, guided, handled, headed, initiated, instituted, led, managed, oversaw, prepared, produced, reached, secured, succeeded in, supervised, undertook

“Improved”

Accelerated, accomplished, achieved, advanced, bolstered, boosted, centralized, clarified, customized, enriched, expanded, expedited, grew, increased, innovated, minimized, modernized, modified, optimized, refined, rehabilitated, restructured, revamped, revitalized, saved, simplified, standardized, streamlined, transformed, updated, upgraded

“Utilized”

Applied, adopted, deployed, employed, exerted, followed, implemented, practiced

“Assisted”

Aided, backed, boosted, collaborated with, cooperated with, furthered, supported