



Action Verbs / Skills for Your Resume

<u>Communication Skills</u>	<u>Detail Skills</u>	<u>Financial Skills</u>	<u>General</u>	<u>Sales Skills</u>
Addressed	Approved	Administered	Analyzed	Achieved
Arbitrated	Arranged	Allocated	Assessed	Analyzed
Arranged	Audited	Analyzed	Compared	Closed
Authored	Classified	Appraised	Consolidated	Coordinated
Clarified	Collated	Assessed	Coordinated	Decreased
Communicated	Collected	Audited	Corrected	Developed
Corresponded	Compared	Balanced	Delegated	Doubled
Created	Compiled	Bookkeeping	Delivered	Earned
Defined	Counted	Budgeted	Determined	Exceeded
Drafted	Dispatched	Calculated	Developed	Expanded
Edited	Documented	Computed	Displayed	Explained
Enlisted	Edit	Decreased	Eliminated	Forecasted
Influenced	Estimated	Developed	Examined	Generated
Informed	Evaluated	Eliminated	Expedited	Increased
Inspired	Formatted	Established	Identified (problem)	Listened
Interpreted	Generated	Forecasted	Implemented	Maintained
Mediated	Implemented	Formulated	Inspected	Marketed
Motivated	Inspected	Identified (problem)	Investigated	Merchandised
Negotiated	Monitored	Improved	Lead	Monitored
Obtained	Operated	Managed (\$)	Modified	Negotiated
Persuaded	Organized	Planned	Organized	Persuaded
Presented	Prepared	Prepared	Participated	Presented
Read	Prioritized	Presented	Planned	Promoted
Reasoned	Processed	Reconciled	Prioritized	Projected
Reconciled	Proof read	Researched	Reduced	Publicized
Sold	Recorded	Reviewed	Reviewed	Represented
Summarized	Retrieved	Solved	Revised	Sold
Translated	Specified	Streamlined	Updated	Strategized
Wrote	Tabulated	Structured	Upgraded	Targeted

Proven track record in...
 Experience involved/included...
 More than [] years experience...
 Expertise and demonstrated skills...
 Successful in/at...
 Experienced in all facets/phases...
 Knowledge of/experienced as...
 Extensive training/involvement...
 Initially employed...

Specialize in...
 Proficient/competent at...
 Temporarily assigned to...
 Sales quota accountability...
 Reported directly to...
 Acted/Functioned as...
 In charge of...
 Direct/Indirect control...
 Familiar with...

Analytical

Arranged
Administered
Allocated
Appraised
Assessed
Audited
Compared
Critiqued
Collected
Determined
Examined
Extrapolated
Identified
Inspected
Interpreted
maintained
Prepared
Processed
Reasoned
Recognized
Recorded
Reviewed

Creative Skills

Abstracted
Conceptualized
Created
Demonstrated
Designed
Developed
Devised
Directed
Discovered
Displayed
Experimented
Illustrated
Imagined
Innovated
Integrated
Intuited
Originated
Performed
Played
Predicted
Synthesized
Visualized

Helping Skills

Adjusted
Advised
Advocated
Appraised
Assisted
Attended
Cared
Coached
Collaborated
Counseled
Directed
Encouraged
Enlightened
Facilitated
Guided
Intuited
Listened
Mentored
Modeled
Perceived
Referred
Rehabilitated

Management/
Leadership

Authorized
Directed
Evaluated
Executed
Evaluated
Fired
Headed
Hired
Led
Managed
Mediated
Mentored
Motivated
Predicted
Recruited
Resolved
Scheduled
Supervised
Trained
Trouble Shoot

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Extrapolated
Gathered
Identified
Inspected
Interpreted
Interviewed
Investigated
Retrieved
Reviewed
Summarized
Surveyed
Synthesized
Tested
Wrote

Retail

Assisted
Analyzed
Designed
Evaluated
Monitored
Mediated
Merchandised
Resolved
Provided
Trained
Reconciled
Sold
Increased (sales)

Teaching Skills

Adapted
Advised
Clarified
Developed
Educated
Encouraged
Enlightened
Explained
Facilitated
Guided
Influenced
Informed
Intuited
Persuaded
Taught
Tutored