

## ACTION VERB LIST

Use these action verbs to highlight the skills that you've gained and developed through your work history, involvement in activities, leadership positions, and/or volunteer work.

### CREATIVE SKILLS

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Acted	Developed	Founded	Modeled
Began	Devised	Illustrated	Modified
Combined	Directed	Improvised	Opened
Composed	Displayed	Initiated	Originated
Conceived	Diversified	Innovated	Performed
Conceptualized	Drew	Instituted	Photographed
Condensed	Entertained	Integrated	Planned
Created	Established	Introduced	Revised
Customized	Fashioned	Invented	Shaped
Designed	Formulated	Manufactured	Solved

### COMMUNICATION SKILLS

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Addressed	Developed	Lectured	Recruited
Advertised	Directed	Listened	Referred
Arbitrated	Discussed	Marketed	Reinforced
Arranged	Drafted	Mediated	Related
Articulated	Edited	Met	Relayed
Authored	Elicited	Moderated	Renewed
Clarified	Enlisted	Negotiated	Reported
Collaborated	Explained	Notified	Resolved
Communicated	Expressed	Observed	Responded
Composed	Formulated	Outlined	Served
Condensed	Furnished	Participated	Serviced
Conferred	Greeted	Persuaded	Solicited
Consulted	Incorporated	Presented	Specified
Contacted	Influenced	Promoted	Spoke
Conveyed	Interacted	Proposed	Suggested
Convinced	Interpreted	Proved	Summarized
Corresponded	Interviewed	Publicized	Synthesized
Counseled	Involved	Published	Translated
Debated	Joined	Read	Wrote
Defined	Judged	Recalled	
Described	Justified	Reconciled	

## FINANCIAL SKILLS

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Administered	Compared	Increased	Prepared
Adjusted	Computed	Inventoried	Priced
Allocated	Conserved	Invoiced	Programmed
Analyzed	Corrected	Listed	Projected
Appraised	Determined	Managed	Reconciled
Assessed	Developed	Marked	Reduced
Audited	Estimated	Marketed	Researched
Balanced	Financed	Numbered	Saved
Calculated	Forecasted	Planned	

## HELPING SKILLS

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Actively	Clarified	Expedited	Prevented
Adapted	Coached	Facilitated	Provided
Accompanied	Collaborated	Familiarized	Referred
Advocated	Contributed	Furthered	Rehabilitated
Aided	Cooperated	Guided	Represented
Allowed	Counseled	Helped	Resolved
Answered	Demonstrated	Indexed	Simplified
Arranged	Diagnosed	Insured	Supported
Assessed	Educated	Intervened	Volunteered
Assisted	Encouraged	Learned	
Cared For	Ensured	Motivated	

## MANAGEMENT SKILLS

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Accelerated	Controlled	Governed	Oversaw
Accomplished	Converted	Handled	Piloted
Acquired	Coordinated	Headed	Presided
Administered	Cut	Hired	Prioritized
Advanced	Deceased	Hosted	Produced
Analyzed	Decided	Improved	Recommended
Appointed	Delegated	Incorporated	Regulated
Approved	Delivered	Initiated	Reorganized
Assigned	Developed	Inspected	Replaced
Attained	Directed	Issued	Responsible For
Attended	Eliminated	Instituted	Restored
Authorized	Emphasized	Launched	Reviewed
Changed	Employed	Led	Scheduled
Chaired	Enforced	Managed	Secured
Commanded	Enhanced	Merged	Selected
Considered	Established	Motivated	Streamlined
Contained	Experimented	Originated	Supervised
Contracted	Generated	Overhauled	Terminated

## ORGANIZATIONAL SKILLS

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Approved	Deposited	Logged	Provided
Arranged	Detailed	Maintained	Purchased
Catalogues	Dismantled	Monitored	Rearranged
Categorized	Dispensed	Obtained	Received
Charted	Distributed	Operated	Recorded
Classified	Exchanged	Ordered	Registered
Cleaned	Executed	Packaged	Reserved
Cleared	Filed	Packed	Responded
Closed	Finished	Pinpointed	Restructured
Coded	Fitted	Placed	Revamped
Collected	Generated	Posted	Reversed
Complied	Implemented	Prepared	Reviewed
Corrected	Incorporated	Processed	Routed
Corresponded	Inspected	Proficient	Scheduled
Screened	Sorted	Stored	Typed
Sent	Submitted	Straightened	Updated
Separated	Supplied	Structured	Validated
Set Up	Standardized	Systemized	Verified
Solidified	Stocked	Trimmed	

## TEACHING SKILLS

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Adapted	Enabled	Individualized	Schooled
Advised	Encouraged	Informed	Showed
Clarified	Evaluated	Instilled	Simulated
Coached	Explained	Instructed	Stimulated
Communicated	Facilitated	Licensed	Taught
Conducted	Focused	Motivated	Tested
Coordinated	Guided	Persuaded	Trained
Counseled	Graded	Prompted	Transmitted
Developed	Improvised	Set Goals	Tutored

## TECHNICAL SKILLS

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Assembled	Debugged	Maintained	Repaired
Adapted	Designed	Operated	Replaced
Applies	Determined	Priced	Restored
Attached	Developed	Printed	Specialized
Built	Engineered	Programmed	Standardized
Calculated	Fabricated	Rebuilt	Studies
Computed	Fixed	Rectified	Upgraded
Conserved	Fortified	Registered	Utilized
Constructed	Installed	Regulated	
Converted	Loaded	Remodeled	

## RESEARCH SKILLS

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Analyzed	Diagnosed	Indexed	Searched
Accumulated	Discovered	Indicated	Solved
Chart	Evaluated	Inspected	Summarized
Collected	Examined	Interpreted	Surveyed
Checked	Experimented	Interviewed	Systemized
Compared	Explored	Invented	Tabulated
Conducted	Extracted	Investigated	Tallied
Counted	Formulated	Located	Tested
Critiqued	Gathered	Measured	
Detected	Graphed	Organized	
Determined	Identified	Researched	

## MORE WORDS FOR ACCOMPLISHMENTS

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Adjusted	Expanded	Perfected	Spearheaded
Achieved	Exceeded	Pioneered	Succeeded
Completed	Mastered	Reduced	Surpassed
Earned	Overcame	Resolved	Transformed