

Resume Action Verbs

Planning Skills

Conceived
Invented
Justified
Laid out
Organized
Originated

Projected
Reorganized
Revised
Scheduled
Solved
Systematized
Tailored

Transformed
Created
Designed
Developed
Devised
Engineered
Established

Estimated
Experimented
Formed
Formulated
Initiated
Innovated
Instituted

Directing Skills

Administered
Approved
Authorized
Conducted

Controlled
Decided
Delegated
Determined
Guided

Headed
Instructed
Led
Managed
Ordered

Prescribed
Regulated
Specified
Supervised
Trained

Responsibility

Accepted
Achieved
Adopted
Checked
Classified
Collected

Compiled
Constructed
Developed
Doubled
Established
Evaluated
Experienced

Arranged
Assembled
Assumed
Gathered
Halted
Handled
Improved

Implemented
Initiated
Installed
Integrated
Maintained
Made
Operated

Interactive Skills

Attended
Audited
Built

Overcame
Performed
Prepared
Received

Reduced
Reviewed
Sold
Simplified

Tripled
Used
Utilized

Service Skills

Carried out
Committed
Delivered
Demonstrated
Earned

Exchanged
Expanded
Expedited
Explained
Facilitated
Furnished

Generated
Inspected
Installed
Issued
Procured
Provided

Purchased
Rewrote
Sent
Submitted
Transmitted
Wrote

Interactive Skills

Advised
Aided
Apprised
Clarified
Conferred

Consulted
Contributed
Cooperated
Coordinated
Counseled
Helped

Informed
Inspired
Interpreted
Interviewed
Mediated
Negotiated

Promoted
Recommended
Represented
Resolved
Suggested
Unified

Investigative Skills

Analyzed
Assessed
Calculated

Computed
Correlated
Discovered
Evaluated
Familiarized

Investigate
Observed
Proved
Researched
Reviewed

Searched
Studied
Verified