

Sample Action Verbs

The following are sample action verbs to assist you in developing your resume, grouped by skill set:

CLERICAL/ADMINISTRATIVE:

Approved	Compiled	Indexed	Prepared	Scheduled	Tabulated
Arranged	Dispatched	Inspected	Processed	Screened	Unified
Cataloged	Executed	Monitored	Purchased	Specified	Validated
Classified	Generated	Operated	Recorded	Systematized	
Collected	Implemented	Organized	Retrieved		

COMMUNICATION:

Addressed	Convinced	Edited	Justified	Persuaded	Recruited
Arbitrated	Corresponded	Enlisted	Lectured	Promoted	Spoke
Arranged	Developed	Formulated	Mediated	Publicized	Translated
Authored	Directed	Influenced	Moderated	Reconciled	Wrote
Collaborated	Drafted	Interpreted	Negotiated		

CREATIVE:

Acted	Customized	Established	Initiated	Invented	Planned
Built	Designed	Fashioned	Instituted	Originated	Revitalized
Conceptualized		Developed	Founded	Integrated	Performed Shaped
Constructed	Directed	Illustrated	Introduced	Pioneered	

FINANCIAL/ANALYTICAL:

Administered	Appraised	Budgeted	Developed	Marketed	Projected
Allocated	Audited	Calculated	Forecasted	Planned	Researched
Analyzed	Balanced	Computed	Managed		

HELPING/SOCIAL SERVICE:

Advocated	Coached	Diagnosed	Expedited	Guided	Referred
Assessed	Counseled	Educated	Facilitated	Modeled	Rehabilitated
Clarified	Demonstrated	Empowered	Familiarized	Motivated	Represented

LEADERSHIP/MANAGEMENT:

Achieved	Consolidated	Developed	Increased	Planned	Reviewed
Administered	Contracted	Directed	Led	Prioritized	Scheduled
Anticipated	Coordinated	Evaluated	Organized	Produced	Strengthened
Assigned	Delegated	Executed	Oversaw	Recommended	Supervised

RESEARCH:

Analyzed	Diagnosed	Extracted	Interpreted	Observed	Summarized
Clarified	Evaluated	Handled	Interviewed	Organized	Surveyed
Collected	Examined	Identified	Investigated	Researched	Systematized
Critiqued	Experimented	Inspected	Measured	Reviewed	

TEACHING/TRAINING:

Adapted	Communicated	Enabled	Facilitated	Instructed	Sparked
Advised	Coordinated	Encouraged	Guided	Motivated	Stimulated
Clarified	Demystified	Evaluated	Informed	Persuaded	Strengthened
Coached	Developed	Explained	Inspired	Set Goals	Trained