

Creating a Professional Resume

Action Verb List

Administration

Approved	Inspected	Recorded	Systematized
Arranged	Monitored	Resolved	Tabulated
Cataloged	Operated	Restored	Transformed
Classified	Organized	Retrieved	Word Processed
Collated	Prepared	Screened	
Compiled	Prioritized	Spearheaded	
Documented	Purchased	Specified	

Communication

Aided	Cooperated	Formulated	Participated
Addressed	Coordinated	Helped	Persuaded
Advised	Corresponded	Influenced	Promoted
Appraised	Counseled	Informed	Recruited
Arranged	Debated	Inspired	Represented
Arbitrated	Defined	Interpreted	Spoke
Authored	Directed	Interviewed	Suggested
Clarified	Drafted	Lectured	Unified
Conferred	Edited	Mediated	Verbalized
Consulted	Enlisted	Merged	Wrote
Contributed	Explained	Moderated	
Convinced	Expressed	Negotiated	

Creative

Acted	Designed	Imagined	Painted
Abstracted	Developed	Improvised	Performed
Adapted	Directed	Innovated	Problem solved
Composed	Fashioned	Integrated	Revitalized
Conceptualized	Founded	Initiated	Shaped
Created	Generated	Invented	Synthesized
Customized	Illustrated	Originated	Visualized

Financial

Administered	Balanced	Figured	Prepared
Allocated	Budgeted	Forecasted	Projected
Analyzed	Calculated	Maintained	Tracked
Appraised	Computed	Managed	
Audited	Developed	Marketed	

Helping

Advised	Cared	Diagnosed	Furnished
Aided	Carried Out	Delivered	Mentored
Arbitrated	Clarified	Demonstrated	Referred
Assessed	Coached	Educated	Related
Assisted	Coordinated	Empathized	Provided
Attended	Counseled	Facilitated	Served

Management

Achieved	Controlled	Implemented	Produced
Administered	Coordinated	Improved	Recommended
Analyzed	Decided	Initiated	Reconciled
Assigned	Delegated	Led	Reported
Chaired	Developed	Negotiated	Reviewed
Consolidated	Directed	Organized	Supervised
Consulted	Established	Planned	
Contracted	Evaluated	Prioritized	

Research

Calculated	Critiqued	Extrapolated	Observed
Cataloged	Diagnosed	Gathered	Organized
Clarified	Discovered	Identified	Proved
Collected	Evaluated	Inspected	Surveyed
Computed	Examined	Investigated	tested
Correlated	Experimented	Monitored	

Teaching

Adapted	Coached	Guided	Trained
Advised	Coordinated	Informed	
Clarified	Explained	Instructed	

Technical

Assembled	Designed	Maintained	
Calculated	Engineered	Operated	
Computed	Installed	Overhauled	