

ACTION WORDS BY CATEGORY

From QuintCareers.com

Communication/People Skills

Addressed	Enlisted	Persuaded
Advertised	Explained	Presented
Arranged	Expressed	Promoted
Articulated	Formulated	Proposed
Authored	Furnished	Publicized
Clarified	Incorporated	Reconciled
Collaborated	Influenced	Recruited
Composed	Interacted	Referred
Condensed	Interpreted	Reinforced
Consulted	Interviewed	Reported
Contacted	Involved	Resolved
Conveyed	Joined	Responded
Convinced	Lectured	Solicited
Corresponded	Listened	Specified
Defined	Marketed	Spoke
Developed	Mediated	Suggested
Directed	Moderated	Summarized
Discussed	Negotiated	Synthesized
Drafted	Observed	Translated
Edited	Outlined	Wrote
Elicited	Participated	

Creative Skills

Acted	Conceptualized	Developed
Adapted	Condensed	Directed
Began	Created	Displayed
Combined	Customized	Drew
Composed	Designed	Entertained

*** Action words listed are in past tense, use appropriate tense on resume***

ACTION WORDS BY CATEGORY

From QuintCareers.com

Established

Fashioned

Formulated

Founded

Illustrated

Initiated

Instituted

Integrated

Introduced

Invented

Modeled

Modified

Originated

Performed

Photographed

Planned

Revised

Revitalized

Shaped

Solved

Data/Financial Skills

Administered

Adjusted

Allocated

Analyzed

Appraised

Assessed

Audited

Balanced

Budgeted

Calculated

Computed

Conserved

Corrected

Determined

Developed

Estimated

Forecasted

Managed

Marketed

Measured

Netted

Planned

Prepared

Programmed

Projected

Qualified

Reconciled

Reduced

Researched

Retrieved

Helping Skills

Adapted

Advocated

Aided

Answered

Arranged

Assessed

Assisted

Clarified

Coached

Collaborated

Contributed

Cooperated

Counseled

Demonstrated

Diagnosed

Educated

Encouraged

Ensured

Expedited

Facilitated

Familiarized

Guided

Helped

Insured

*** Action words listed are in past tense, use appropriate tense on resume***

ACTION WORDS BY CATEGORY

From QuintCareers.com

Intervened

Motivated

Prevented

Provided

Referred

Rehabilitated

Represented

Resolved

Simplified

Supplied

Supported

Volunteered

Management/Leadership Skills

Administered

Analyzed

Appointed

Approved

Assigned

Attained

Authorized

Chaired

Considered

Consolidated

Contracted

Converted

Coordinated

Decided

Delegated

Developed

Directed

Emphasized

Enforced

Enhanced

Established

Executed

Generated

Handled

Headed

Hired

Hosted

Improved

Incorporated

Increased

Initiated

Inspected

Instituted

Led

Managed

Merged

Motivated

Navigated

Organized

Originated

Overhauled

Oversaw

Planned

Prioritized

Produced

Recommended

Reorganized

Restored

Reviewed

Scheduled

Secured

Selected

Supervised

Organizational Skills

Approved

Arranged

Catalogued

Categorized

Charted

Classified

Coded

Collected

Compiled

*** Action words listed are in past tense, use appropriate tense on resume***

ACTION WORDS BY CATEGORY

From QuintCareers.com

Corrected
Corresponded
Developed
Distributed
Executed
Filed Formulated
Generated
Incorporated
Inspected
Logged
Maintained
Monitored

Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded

Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented

Explored
Extracted
Formulated
Gathered
Implemented
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized

Prepared
Researched
Reviewed
Scored
Searched
Solved
Summarized
Surveyed
Systematized
Tested

*** Action words listed are in past tense, use appropriate tense on resume***

ACTION WORDS BY CATEGORY

From QuintCareers.com

Teaching Skills

Adapted	Engaged	Motivated
Advised	Evaluated	Persuaded
Clarified	Explained	Simulated
Coached	Facilitated	Stimulated
Communicated	Focused	Taught
Conducted	Guided	Tested
Coordinated	Individualized	Trained
Critiqued	Informed	Transmitted
Developed	Instilled	Tutored
Encouraged	Instructed	

Technical Skills

Adapted	Determined	Regulated
Applied	Developed	Remodeled
Assembled	Engineered	Repaired
Built	Fabricated	Replaced
Calculated	Fortified	Restored
Compiled	Installed	Solved
Computed	Maintained	Specialized
Conserved	Operated	Standardized
Constructed	Overhauled	Studied
Converted	Printed	Upgraded
Debugged	Programmed	Utilized
Designed	Rectified	

*** Action words listed are in past tense, use appropriate tense on resume***