

Verb List for Resumes and Correspondence

Use strong action verbs to describe your experience and skills. Choose words from the lists below to express yourself.

Administrative and Organizational	Analytical and Research	Communication	Creative	Financial
approved	analyzed	addressed	acted	administered
arranged	characterized	arranged	brainstormed	allocated
catalogued	clarified	authored	composed	analyzed
centralized	collected	collaborated	conceived	appraised
charted	consulted	composed	conceptualized	audited
classified	critiqued	convinced	constructed	balanced
collected	diagnosed	corresponded	created	budgeted
compiled	evaluated	drafted	customized	calculated
composed	examined	edited	designed	charted
delivered	extracted	enlisted	directed	computed
executed	identified	formulated	displayed	developed
finalized	inspected	influenced	envisioned	estimated
generated	interpreted	interpreted	established	forecasted
implemented	interviewed	lectured	founded	managed
inspected	investigated	mediated	illustrated	marketed
issued	isolated	moderated	initiated	planned
minimized	optimized	negotiated	instituted	projected
monitored	organized	persuaded	integrated	reported
operated	reported	promoted	introduced	researched
organized	reviewed	publicized	invented	secured
prepared	studied	recruited	modeled	tailored
processed	summarized	spoke	originated	updated
purchased	surveyed	translated	performed	
recorded	tailored	updated	planned	
retrieved	verified	verified	tailored	
revised		wrote	visualized	
screened				
specified				
updated				

Helping	Leadership	Management	Teaching and Instructing	Technical
assessed	achieved	administered	adapted	assembled
brainstormed	coordinated	analyzed	advised	built
clarified	delegated	assigned	authored	calculated
coached	directed	attained	clarified	charted
consulted	enlisted	chaired	coached	computed
counseled	executed	conducted	communicated	constructed
demonstrated	expanded	consolidated	coordinated	debugged
diagnosed	expedited	contracted	correlated	designed
educated	founded	coordinated	developed	devised
enhanced	improved	delegated	enabled	engineered
estimated	initiated	designated	encouraged	fabricated
expedited	mentored	developed	evaluated	finalized
facilitated	recruited	directed	explained	formatted
guided	reduced (losses)	empowered	facilitated	isolated
motivated	resolved (problems)	evaluated	guided	maintained
referred	restored	executed	informed	modified
rehabilitated	transformed	hired	instructed	operated
represented		improved	mentored	optimized
served		increased	persuaded	programmed
validated		interviewed	reported	remodeled
verified		led	served	repaired
		organized	stimulated	secured
		oversaw	studied	solved
		planned	trained	streamlined
		prioritized		upgraded
		produced		
		recommended		
		reviewed		
		scheduled		
		streamlined		
		strengthened		
		supervised		