## **Describing Your Skills with Strong Action Verbs**

Select strong, active verbs from the list below to describe your skills on your resume and cover letter. This list is provided to help you get started and is not an all-inclusive list of great verbs to use.

COMMUNICATION/PEOPLE SKILLS								
Addressed	Consulted	Edited	Interviewed	Observed	Reinforced			
Advertised	Contacted	Elicited	Involved	Obtained	Reported			
Arbitrated	Conveyed	Enlisted	Joined	Outlined	Resolved			
Arranged	Convinced	Explained	Judged	Participated	Responded			
Articulated	Corresponded	Expressed	Led	Persuaded	Sold			
Authored	Debated	Formulated	Lectured	Presented	Solicited			
Clarified	Defined	Furnished	Listened	Promoted	Specified			
Collaborated	Developed	Helped	Manipulated	Proposed	Spoke			
Communicated	Directed	Identified	Marketed	Publicized	Suggested			
Composed	Discussed	Incorporated	Mediated	Read	Summarized			
Condensed	Dispatched	Influenced	Moderated	Reasoned	Synthesized			
Conferred	Distinguished	Interacted	Motivated	Reconciled	Translated			
CREATIVE SKILLS								
Abstracted	Customized	Established	Initiated	Modified	Revitalized			
Acted	Designed	Explored	Innovated	Originated	Shaped			
Adapted	Developed	Fashioned	Instituted	Painted	Shared			
Began	Devised	Formulated	Integrated	Perceived	Set			
Combined	Directed	Founded	Introduced	Performed	Solidified			
Composed	Discriminated	Generated	Invented	Photographed	Solved			
Conceptualized	Displayed	Illustrated	Launched	Planned	Synthesized			
Condensed	Drew	Imagined	Memorized	Published	Visualized			
Created	Entertained	Imported	Modeled	Revised	Wrote			
DATA/FINANCIAL SKILLS								
Administered	Audited	Corrected	Forecasted	Measured	Reconciled			
Adjusted	Balanced	Decreased	Increased	Netted	Reduced			
Allocated	Budgeted	Detailed	speed	Planned	Researched			
Analyzed	Calculated	Determined	Maintained	Prepared	Retrieved			
Appraised	Computed	Developed	accuracy	Programmed	Solved			
LEADERSHIP/MANAGEMENT SKILLS								
Accentuated	Controlled	Established	Increased	Oversaw	Restructured			
Administered	Converted	Evaluated	Initiated	Performed	Reviewed			
Advanced	Coordinated	Executed	Inspected	Planned	Salvaged			
Analyzed	Cut	Expanded	Instituted	Presided	Saved			
Appointed	Decided	Fine-Tuned	Led	Prioritized	Scheduled			
Approved	Delegated	Generated	Managed	Produced	Secured			
Assigned	Developed	Handled	Merged	Quadrupled	Selected			
Attained	Directed	Headed	Moderated	Recommended	Streamlined			
Chaired	Doubled	Hired	Motivated	Recovered	Strengthened			
Considered	Eliminated	Hosted	Navigated	Recruited	Supervised			

(more great verbs are listed on the back side)

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Assembled	Built	Drove	Moved	Pulled	Skilled
Bound	Controlled	Fed	Operated	Punched	Tended
Bent	Drilled	Handled	Performed	Retooled	Worked
ORGANIZATION	IAL/DETAIL SKILLS				
Accomplished	Compared	Executed	Logged	Provided	Routed
Achieved	Compiled	Facilitated	Maintained	Purchased	Scheduled
Approved	Completed	Filed	Met deadlines	Recorded	Screened
Arranged	Configured	Followed	Monitored	Registered	Standardized
Catalogued	Corrected	through	Obtained	Reserved	Submitted
Charted	Corresponded	Generated	Operated	Responded	Supplied
Classified	Dispatched	Implemented	Ordered	Retained	Systematized
Coded	Distributed	Incorporated	Organized	Retrieved	Tabulated
RESEARCH SKILI	LS				
Analyzed	Critiqued	Examined	Indoctrinated	Observed	Scanned
Branded	Decided	Experimented	Inspected	Organized	Studied
Catalogued	Detected	Explored	Interpreted	Perceived	Solved
Clarified	Determined	Extracted	Interviewed	Published	Summarized
Collected	Diagnosed	Extrapolated	Invented	Recognized	Surveyed
Compiled	Differentiated	Formulated	Investigated	problems	Synthesized
Compared	Documented	Gathered	Linked	Researched	Systematized
SERVICE/HELPI	NG SKILLS				
Adapted	Attended	Developed	Familiarized	Mentored	Represented
Adjusted	Cared	sensitivity	Furthered	Motivated	Resolved
Advised	Clarified	Diagnosed	Guided	Perceived	Safeguarded
Advocated	Coached	Directed	Helped	Prevented	Serviced
Aided	Collaborated	Educated	Integrated	Provided	Simplified
Answered	Contributed	Encouraged	Insured	Referred	Spoke
Arranged	Cooperated	Ensured	Intervened	Rehabilitated	Supplied
Assessed	Counseled	Expedited	Led	Related	Supported
Assisted	Demonstrated	Facilitated	Listened	Rendered	Used teamwork
TEACHING SKILI	S				
Adapted	Communicated	Empowered	Focused	Instructed	Simulated
Adopted	Conducted	Enabled	Guided	Invented	Stimulated
Advised	Coordinated	Encouraged	Individualized	Motivated	Taught
Benchmarked	Counseled	Enlightened	Influenced	Persuaded	Tested
Briefed	Critiqued	Evaluated	Informed	Schooled	Trained
Clarified	Decided	Explained	Initiated	Shaped	Transmitted
Coached	Developed	Facilitated	Instilled	Shared	Tutored
TECHNICAL SKIL	.LS				
Adapted	Computed	Determined	Maintained	Rectified	Restored
Applied	Conserved	Developed	Operated	<b>Re-designed</b>	Solved
Assembled	Constructed	Engineered	Overhauled	Re-engineered	Specialized
Automated	Converted	Fabricated	Printed	Regulated	Standardized
Built	Debugged	Fortified	Programmed	Remodeled	Studied
Calculated	Designed	Installed	Rebuilt	Repaired	Upgraded
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