

## Action Verbs for Resumes and Professional Profiles

### Accomplishments

accelerated  
accomplished  
achieved  
advanced  
broadened  
completed  
delivered  
diversified  
earned  
elected  
enhanced  
expanded  
exceeded  
graduated  
honored  
implemented  
improved  
introduced  
launched  
pioneered  
proved  
recognized  
represented  
selected to  
sold  
spearheaded  
succeeded  
surpassed  
transformed  
won

### Communication/ People Skills

advertised  
arranged  
articulated  
authored  
briefed  
clarified  
collaborated  
communicated  
composed  
condensed  
consulted  
contacted  
conveyed  
convinced  
cooperated  
corresponded  
debated  
defined  
described  
developed  
directed  
discussed  
drafted  
edited  
energized

enlisted  
explained  
expressed  
formulated  
incorporated  
influenced  
interacted  
interpreted  
interviewed  
involved  
joined  
judged  
listened  
marketed  
mediated  
moderated  
negotiated  
observed  
orchestrated  
outlined  
participated  
perceived  
persuaded  
presented  
promoted  
proposed  
publicized  
realized  
recruited  
referred  
reinforced  
reported  
resolved  
responded  
served  
solicited  
specified  
spoke  
suggested  
summarized  
synthesized  
translated  
unified  
united  
verbalized  
wrote

### Creative Skills

acted  
adapted  
applied  
assembled  
built  
combined  
conceived  
conceptualized  
condensed  
crafted  
created

customized  
designed  
developed  
directed  
displayed  
drew  
entertained  
envisioned  
established  
exhibited  
experimented  
fashioned  
formulated  
founded  
illustrated  
imagined  
immersed  
improvised  
initiated  
innovated  
instituted  
integrated  
introduced  
invented  
manufactured  
modeled  
modified  
originated  
performed  
photographed  
planned  
positioned  
rebuilt  
reengineered  
redesigned  
rendered  
repositioned  
revised  
revitalized  
simplified  
sketched  
shaped  
solved

### Financial/ Data Skills

administered  
adjusted  
allocated  
analyzed  
anticipated  
appraised  
assessed  
audited  
balanced  
budgeted  
calculated  
computed  
conserved

corrected  
decreased  
determined  
developed  
doubled  
earned  
estimated  
exported  
financed  
forecasted  
imported  
increased  
managed  
manipulated  
marketed  
measured  
planned  
programmed  
projected  
reconciled  
reduced  
researched  
retrieved  
revised  
tabulated  
transferred

### Helping Skills

acquired  
adapted  
advocated  
answered  
arranged  
assessed  
assisted  
cared for  
clarified  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
devoted  
diagnosed  
dispensed  
educated  
employed  
encouraged  
ensured  
facilitated  
familiarized  
finalized  
furthered  
guided  
helped  
identified  
insured  
intervened

mapped  
mentored  
motivated  
oriented  
overcame  
prescribed  
procured  
protected  
provided  
presented  
referred  
rehabilitated  
rejuvenated  
renegotiated  
resolved  
served  
simplified  
suggested  
supported  
volunteered

### Management/ Leadership Skills

administered  
advanced  
analyzed  
appointed  
approved  
assigned  
attained  
authorized  
awarded  
chaired  
championed  
commanded  
compelled  
considered  
consolidated  
contracted  
controlled  
converted  
coordinated  
decided  
delegated  
developed  
directed  
eliminated  
emphasized  
enacted  
enforced  
enhanced  
established  
expedited  
generated  
handled  
headed  
hired  
hosted  
improved

incorporated	arranged	responded	interpreted	set goals
increased	assembled	restructured	interviewed	simulated
initiated	budgeted	revamped	invented	studied
inspected	cataloged	reviewed	inventoried	taught
inspired	categorized	routed	investigated	tested
instituted	charted	scheduled	licensed	trained
leveraged	classified	screened	located	transitioned
managed	coded	secured	measured	troubleshoot
merged	collected	separated	organized	tutored
motivated	compiled	set up	predicted	<b>Technical Skills</b>
nominated	corresponded	simplified	questioned	adapted
officiated	deployed	submitted	researched	assembled
orchestrated	detailed	supplied	searched	calculated
organized	distributed	standardized	solidified	configured
originated	diverted	structured	solved	conserved
overhauled	documented	systematized	summarized	constructed
oversaw	executed	transcribed	surveyed	converted
piloted	filed	transferred	systematized	debugged
planned	generated	transmitted	tested	designed
presided	identified	updated	<b>Teaching Skills</b>	determined
prioritized	implemented	validated	adapted	developed
produced	imported	verified	advised	documented
progressed	incorporated	<b>Research Skills</b>	cared for	engineered
propelled	inspected	analyzed	clarified	installed
prospected	inventoried	bought	coached	maintained
protected	logged	clarified	communicated	manufactured
recognized	maintained	collected	conducted	mapped
recommended	mapped	compared	coordinated	operated
recruited	modified	concluded	critiqued	overhauled
reorganized	monitored	conducted	developed	printed
replaced	navigated	critiqued	enabled	programmed
restored	obtained	detected	encouraged	rebuilt
reviewed	operated	determined	evaluated	regulated
scheduled	ordered	diagnosed	explained	remodeled
streamlined	organized	discovered	facilitated	repaired
strengthened	prepared	evaluated	focused	replaced
supervised	preserved	examined	guided	restored
targeted	processed	experimented	individualized	solved
transmitted	provided	explored	informed	specialized
tutored	purchased	extracted	instilled	standardized
unified	rated	formulated	instructed	studied
united	realigned	gathered	motivated	upgraded
<b>Organization/ Detail Skills</b>	recorded	hypothesized	persuaded	utilized
approved	registered	identified	questioned	
	regulated	inspected	read	
	reserved			

## Adjectives and Adverbs for Use on Resumes and Professional Profiles

accurately	creatively	global	objectively	responsive
actively	diplomatically	honest	orderly	sensitively
aggressively	discreetly	imaginatively	passionately	sincerely
analytical	driven	independently	patient	successfully
attractive	dynamic	industrious	persistent	systematically
compassionately	economically	innovative	persuasive	tactfully
confident	effectively	judicious	precise	understanding
conscientious	efficiently	logically	quicklyreliably	versatile
consistently	energeticallyenth	loyalmethodically	resourceful	
courteous	usiastically	motivated	responsible	