

# List of Action Verbs for Resumes & Professional Profiles

## **Management/ Leadership Skills**

administered  
analyzed  
appointed  
approved  
assigned  
attained  
authorized  
chaired  
considered  
consolidated  
contracted  
controlled  
converted  
coordinated  
decided  
delegated  
developed  
directed  
eliminated  
emphasized  
enforced  
enhanced  
established  
executed  
generated  
handled  
headed  
hired  
hosted  
improved  
incorporated  
increased  
initiated  
inspected  
instituted  
led  
managed  
merged  
motivated  
organized  
originated  
overhauled  
oversaw  
planned  
presided  
prioritized  
produced  
recommended  
reorganized  
replaced  
restored  
reviewed  
scheduled  
streamlined  
strengthened

supervised  
terminated

## **Communication/ People Skills**

addressed  
advertised  
arbitrated  
arranged  
articulated  
authored  
clarified  
collaborated  
communicated  
composed  
condensed  
conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded  
debated  
defined  
described  
developed  
directed  
discussed  
drafted  
edited  
elicited  
enlisted  
explained  
expressed  
formulated  
furnished  
incorporated  
influenced  
interacted  
interpreted  
interviewed  
involved  
joined  
judged  
lectured  
listened  
marketed  
mediated  
moderated  
negotiated  
observed  
outlined  
participated  
persuaded  
presented  
promoted

proposed  
publicized  
reconciled  
recruited  
referred  
reinforced  
reported  
resolved  
responded  
solicited  
specified  
spoke  
suggested  
summarized  
synthesized  
translated  
wrote

## **Research Skills**

analyzed  
clarified  
collected  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated  
gathered  
identified  
inspected  
interpreted  
interviewed  
invented  
investigated  
located  
measured  
organized  
researched  
searched  
solved  
summarized  
surveyed  
systematized  
tested

## **Technical Skills**

adapted  
assembled  
built  
calculated

computed  
conserved  
constructed  
converted  
debugged  
designed  
determined  
developed  
engineered  
fabricated  
fortified  
installed  
maintained  
operated  
overhauled  
printed  
programmed  
rectified  
regulated  
remodeled  
repaired  
replaced  
restored  
solved  
specialized  
standardized  
studied  
upgraded  
utilized

## **Teaching Skills**

adapted  
advised  
clarified  
coached  
communicated  
conducted  
coordinated  
critiqued  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
focused  
guided  
individualized  
informed  
instilled  
instructed  
motivated  
persuaded  
set goals  
simulated  
stimulated

## List of Action Verbs for Resumes & Professional Profiles

taught  
tested  
trained  
transmitted  
tutored

### **Financial/ Data Skills**

administered  
adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
determined  
developed  
estimated  
forecasted  
managed  
marketed  
measured  
planned  
programmed  
projected  
reconciled  
reduced  
researched  
retrieved

creative skills  
acted  
adapted  
began  
combined  
conceptualized  
condensed  
created  
customized  
designed

developed  
directed  
displayed  
drew  
entertained  
established  
fashioned  
formulated  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
modeled  
modified  
originated  
performed  
photographed  
planned  
revised  
revitalized  
shaped  
solved

### **Helping skills**

adapted  
advocated  
aided  
answered  
arranged  
assessed  
assisted  
cared for  
clarified  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
diagnosed  
educated  
encouraged

ensured  
expedited  
facilitated  
familiarize  
furthered  
guided  
helped  
insured  
intervened  
motivated  
provided  
referred  
rehabilitated  
presented  
resolved  
simplified  
supplied  
supported  
volunteered

### **Organization/ Detail Skills**

approved  
arranged  
cataloged  
categorized  
charted  
classified  
coded  
collected  
compiled  
corresponded  
distributed  
executed  
filed  
generated  
implemented  
incorporated  
inspected  
logged  
maintained  
monitored  
obtained  
operated  
ordered

organized  
prepared  
processed  
provided  
purchased  
recorded  
registered  
reserved  
responded  
reviewed  
routed  
scheduled  
screened  
set up  
submitted  
supplied  
standardized  
systematized  
updated  
validated  
verified

### **More verbs for Accomplishments**

achieved  
completed  
expanded  
exceeded  
improved  
pioneered  
reduced (losses)  
resolved (issues)  
restored  
spearheaded  
succeeded  
surpassed  
transformed  
won

## Resume Personal Characteristics List

- Adventurous: I take risks.
- Ambitious: I am driven to succeed.
- Approachable: I work well with others.
- Articulate: I can express myself well in front of groups.
- Autonomous: I use initiative.
- Calm: I stay levelheaded in a crisis.
- Charismatic: I can be a leader when need be.
- Cheerful: I develop a positive work environment.
- Clever: I can juggle multiple tasks.
- Competitive: I thrive under pressure.
- Confident: I am not afraid to ask questions.
- Cooperative: I get along well in a team setting.
- Courteous: I care about workplace atmosphere.
- Creative: I think outside the box.
- Curiosity: I am eager to learn.
- Determined: I am self-motivated.
- Devoted: I am committed to the company's success.
- Diligent: I always work my hardest.
- Easygoing: I easily adapt to new situations.
- Educated: I possess formal training.
- Efficient: I have very quick turnover time.
- Eloquent: I have strong communication skills.
- Energetic: I am able to work long and hard hours.
- Enthusiastic: I put my all into every project.
- Flexible: I am able to adapt my priorities.
- Focused: I am goal-oriented.
- Friendly: I am easy to work with.

Honest: I value integrity.  
Imaginative: I am inventive in my work process.  
Independent: I need little direction.  
Inexperienced: I am a blank pallet.  
Inquisitive: I am excellent at gathering information.  
Insightful: I can read between the lines.  
Intuitive: I can sense when there is a problem.  
Meticulous: I pay attention to the small details.  
Neurotic: I am a perfectionist.  
Open-minded: I take constructive criticism well.  
Opinionated: I am comfortable voicing opinions.  
Organized: I am a meticulous planner.  
Patient: I am not easily ruffled.  
Perceptive: I can read people effortlessly.  
Persuasive: I am a natural salesperson.  
Procedural: I work best with structure.  
Punctual: I have great time management skills.  
Quiet: I am a great listener.  
Relaxed: I do not stress easily.  
Resourceful: I use every tool at hand.  
Responsible: I always finish a task on time.  
Talkative: I am comfortable initiating a dialogue.  
Technological: I am industrially savvy.

# Resume - Personal Skills

## A - G

Accountable  
Accuracy  
Adaptability  
Adept  
Alertness  
Ambition  
Amiability  
Analytical  
Articulate  
Assertive  
Attentiveness  
Businesslike  
Capable  
Caring  
Competence  
Confidence  
Conscientiousness  
Considerate  
Consistency  
Cooperation  
Creative  
Critical thinking  
Dedication  
Dependability  
Detail oriented  
Determination  
Diplomatic  
Efficiency

Empathy  
Encouraging  
Energy  
Enterprising  
Ethical  
Experienced  
Flexibility

## H - M

Hardworking  
Helpfulness  
Honesty  
Imaginative  
Independent  
Industriousness  
Influence  
Innovation  
Insightful  
Interpersonal  
Intuitive  
Leadership  
Logical thinking  
Loyal  
Management  
Motivation

N - S

Nonverbal  
communication  
Optimism  
Organizational  
Passion  
Patience  
Perceptive  
Perseverance  
Positive  
Practical  
Problem solving  
Productive  
Professional  
Progressive  
Punctual  
Rational  
Realistic  
Reflective  
Reliable  
Resourceful  
Respectful  
Responsible  
Sense of humor  
Sincere  
Sociable

T - Z

Teachable  
Teaching  
Teamwork  
Technical Literacy  
Tolerance  
Training  
Trustworthy  
Understanding  
Verbal communication  
Versatility  
Visionary  
Work ethic