

Action Words

Management Skill Verbs:

Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Hired, Influenced, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained

Organizational Skill Verbs:

Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Disseminated, Enforced, Executed, Expedited, Formalized, Generated, Implemented, Installed, Maintained, Monitored, Organized, Performed, Planned, Prepared, Processed, Routed, Recorded, Reorganized, Scheduled, Streamlined, Updated

Communication Skill Verbs:

Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Delegated, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Revised, Rewrote, Spoke, Summarized, Taught, Trained, Translated, Wrote

Analytical Skill Verbs:

Analyzed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Edited, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Investigated, Researched, Searched, Surveyed, Tested

Helping Skill Verbs:

Advised, Aided, Attended, Assisted, Coached, Collaborated, Contributed, Counseled, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

Selling/Marketing Skill Verbs:

Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Recruited, Resolved, Sold, Secured, Solicited

Financial Skills: Accounted for, Adjusted, Allocated, Audited, Authorized, Balanced, Budgeted, Calculated, Collected, Compiled, Controlled, Decreased, Diversified, Financed, Forecasted, Grossed, Increased, Reconciled, Recorded, Reduced, Tabulated, Totaled, Tracked

Creative Skill Verbs:

Authored, Conceived, Conceptualized, Created, Composed, Designed, Developed, Devised, Established, Invented, Originated, Revolutionized

Additional Power Verbs:

Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelled, Expanded, Expedited, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revamped, Reviewed, Revitalized, Saved, Strengthened, Supplemented, Supported, Tended, Utilized