Skill areas: Use action verbs!

The action verbs listed here are organized by skill areas to help you think about how your past experiences can apply to skill sets employers seek. Of course, many of these verbs apply to multiple skill areas—use all categories to get ideas for how you might describe your own skills and experience in your resume, cover letter, portfolio, interview, and other interactions.

Don't forget! Pay attention to the verb tense used describing each experience.

ANALYSIS

analyzed
ascertained
assessed
compared
computed
conceptualized
concluded
confirmed
critiqued
deciphered
deliberated
determined
devised
diagnosed
estimated
evaluated
examined
forecasted
formulated
integrated
investigated
justified
measured
negotiated
prescribed
prioritized
projected
questioned
rated
recommended
researched
scrutinized
studied
substantiated
synthesized
validated
verified

COMMUNICATION

addressed
apprised
arbitrated
attested
authored
clarified
communicated
composed
convinced
corresponded
drafted
edited
explained
informed
interpreted
lectured
marketed
persuaded
presented
promoted
publicized
queried
reported
spoke
summarized
translated
wrote

FLEXIBILITY

accommodated
adapted
adjusted
altered
amended
balanced
converted
grew
improvised
tailored

INITIATIVE

accelerated
accomplished
achieved
acquired
advanced
bolstered
boosted
built
coordinated
created
dedicated
demonstrated
enriched
established
expanded
expedited
implemented
improved
increased
initiated
innovated
inspired
introduced
launched
minimized
mobilized
modernized
modified
multiplied
overhauled
pioneered
revamped
revised
spearheaded
stimulated
suggested
updated
upgraded

ORGANIZATION

arranged
assembled
budgeted
calculated
catalogued
centralized
charted
classified
collected
compiled
consolidated
correlated
indexed
linked
orchestrated
organized
oriented
planned
processed
purchased
recorded
regulated
scheduled
systematized
tabulated

CREATIVITY

brainstormed
constructed
designed
engineered
envisioned
fabricated
illustrated
produced
shaped
visualized

PROBLEM-SOLVING

aided
alleviated
ameliorated
augmented
counseled
customized
debugged
eased
elevated
enlarged
extended
extracted
finalized
fulfilled
generated
identified
interceded
invented
lightened
polished
procured
reconciled
rectified
reduced
refined
reformed
rehabilitated
reinforced
rejuvenated
relieved
remedied
remodeled
repaired
restored
retrieved
revitalized
revived
settled
solicited
solved
streamlined
strengthened
supplemented
transformed

LEADERSHIP

administered
advised
allocated
allowed
appointed
approved
assigned
authorized
chaired
coached
delegated
designated
directed
educated
elicited
employed
empowered
enabled
encouraged
endorsed
enhanced
facilitated
fostered
founded
guided
hired
influenced
instructed
interviewed
judged
led
moderated
monitored
motivated
officiated
recruited
sanctioned
supervised
trained

TEAMWORK

assisted
collaborated
contributed
cooperated
mediated
participated
partnered

. . . AND MORE !

acted
activated
added
admitted
apportioned
appraised
approximated
attained
audited
certified
commissioned
committed
consented
contracted
disbursed
dispatched
displayed
enlisted
excelled
executed
exercised
familiarized
figured
guaranteed
indicated
instituted
involved
issued
licensed
maintained
operated
performed
prepared
programmed
realized
related
reserved
reviewed
satisfied
screened
secured
served
set
smoothed
sought
specified
submitted
surveyed
sustained
traced
transacted
transmitted
valued