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**Resume Action Verbs**

Use this list of action verbs to assist you in describing your skills, experiences, and accomplishments on your resume and cover letter.

**Communication Skills**

Addressed

Advertised

Arbitrated

Arranged

Articulated

Authored

Clarified

Collaborated

Communicated

Composed

Condensed

Conducted

Conferred

Consulted

Contacted

Conveyed

Convinced

Corresponded

Debated

Defined

Developed

Directed

Disseminated

Discussed

Drafted

Edited

Elicited

Encouraged

Enlisted

Explained

Expressed

Formulated

Furnished

Incorporated

Influenced

Interacted

Interpreted

Interviewed

Introduced

Involved

Joined

Judged

Lectured

Listened

Marketed

Medicated

Moderated

Negotiated

Observed

Outlined

Participated

Persuaded

Planned

Presented

Presided

Promoted

Proposed

Publicized

Reconciled

Recruited

Referred

Reinforced

Reported

Resolved

Responded

Represented

Solicited

Specified

Spoke

Suggested

Summarized

Synthesized

Translated

Wrote

**Creative Skills**

Acted

Adapted

Authored

Combined

Composed

Conceived

Conceptualized

Condensed

Created

Customized

Designed

Developed

Devised

Directed

Displayed

Drew

Enhanced

Entertained

Established

Fashioned

Forecasted

Formulated

Founded

Illustrated

Imagined

Improvised

Improved

Initiated

Instituted

Integrated

Invented

Launched

Modeled

Modified

Originated

Performed

Photographed

Piloted

Planned

Presented

Proposed

Publicized

Published

Revised

Revitalized

Shaped

Solved

Structured

Updated

Visualized

**Data Collection/ Finance Skills**

Added

Accounted

Administered

Adjusted

Allocated

Analyzed

Appraised

Assessed

Audited

Balanced

Budgeted

Calculated

Cashed

Compounded

Computed

Conserved

Corrected

Counted

Determined

Developed

Divided

Documented

Estimated

Figured

Forecasted

Formulated

Invested

Managed

Marketed

Measured

Netted

Planned

Prepared

Programmed

Projected

Qualified

Reconciled

Reduced

Researched

Retrieved

Tabulated

Verified

**Research Skills**

Analyzed

Assesse

Clarified

Collected

Compared

Compiled

Conducted

Critiqued

Defined

Detected

Determined

Diagnosed

Drafted

Evaluated

Examined

Experimented

Explored

Extracted

Formulated

Gathered

Inspected

Interviewed

Invented

Investigated

Located

Measured

Organized
Researched

Reviewed

Searched

Solved

Summarized

Surveyed

Systematized

Tested

**Teaching/Mentoring Skills**

Adapted

Advised

Clarified

Coached

Communicated

Conducted

Coordinated

Counseled

Critiqued

Developed

Empowered

Edited

Enabled

Encouraged

Evaluated

Explained

Facilitated

Focused

Guided

Individualized

Informed

Instilled

Instructed

Motivated

Persuaded

Reviewed

Simulated

Stimulated

Taught

Tested

Trained

Transmitted

Tutored

**Organizational Skills**

Approved

Arranged

Catalogued

Categorized

Charted

Classified

Coded

Collected

Complied

Corrected

Corresponded

Distributed

Executed

Filed

Generated

Incorporated

Inspected

Logged

Maintained

Monitored

Obtained

Operated

Organized

Prepared

Provided

Purchased

Recorded

Registered

Reserved

Responded

Reviewed

Routed

Scheduled

Screened

Submitted

Supplied

Standardized

Systematized

Updated

Validated

**Problem Solving Skills**

Adjusted

Analyzed

Anticipated

Changed

Completed

Converted

Determined

Diagnosed

Discovered

Doubled

Eliminated

Examined

Executed

Expanded

Identified

Planned

Prepared

Recommended

Reconciled

Reorganized

Resolved

Reviewed

Selected

Set up

Simplified

Solved

Tested

Verified

Unitized

**Technical Skills**

Adapted

Applied

Assembled

Built

Calculated

Coded

Computed

Conserved

Constructed

Converted

Debugged

Designed

Determined

Developed

Drafted

Engineered

Fabricated

Fortified

Inspected

Installed

Maintained

Mapped

Operated

Overhauled

Printed

Programmed

Rectified

Remodeled

Repaired

Replaced

Restored

Solved

Specialized

Standardized

Studied

Tested

Upgraded

Utilized

**Leadership Skills**

Administered

Assigned

Analyzed

Appointed

Approved

Assigned

Attained

Authorized

Chaired

Coached

Considered

Consolidated

Contracted

Controlled

Converted

Coordinated

Decided

Delegated

Developed

Directed

Eliminated

Emphasized

Encouraged

Enforced

Enhanced

Established

Evaluated

Expedited

Formed

Founded

Generated

Governed

Handled

Headed

Hired

Hosted

Implemented

Improved

Incorporated

Increased

Initiated

Inspected

Instituted

Led

Managed

Maximized

Merged

Motivated

Merged

Motivated

Navigated

Organized

Originated

Overhauled

Oversaw

Planned

Presided

Prioritized

Produced

Recommended

Reorganized

Replaced

Restored

Reviewed

Recruited

Scheduled

Secured

Selected

Staffed

Streamlined

Strengthened

Supervised

Trained

***Adapted from the IU Career Development Center and Arts & Sciences Career Services List of Skill Verbs***