

ACTION VERBS: ORGANIZED BY SKILL SET

Communication

Addressed	Marketed
Advertised	Mediated
Arbitrated	Moderated
Articulated	Negotiated
Authored	Outlined
Collaborated	Participated
Communicated	Persuaded
Condensed	Presented
Conferred	Promoted
Consulted	Proposed
Contacted	Publicized
Conveyed	Recruited
Convinced	Referred
Corresponded	Reinforced
Debated	Resolved
Elicited	Responded
Enlisted	Solicited
Formulated	Specified
Furnished	Suggested
Influenced	Synthesized
Informed	
Interacted	
Interpreted	

Creative

Combined	Illustrated
Composed	Integrated
Conceptualized	Introduced
Condensed	Modeled
Created	Modified
Customized	Originated
Designed	Performed
Developed	Planned
Directed	Published
Displayed	Revised
Established	Revitalized
Founded	Shaped

Financial

Adjusted	Corrected
Allocated	Estimated
Analyzed	Evaluated
Appraised	Forecasted
Assessed	Planned
Audited	Prepared
Balanced	Projected
Budgeted	Proved
Calculated	Qualified
Computed	Reconciled
Conserved	Reduced

Leadership/Mentoring

Advanced	Helped
Advocated	Influenced
Aided	Instructed
Assisted	Intervened
Coached	Launched
Contributed	Motivated
Cooperated	Provided
Counseled	Represented
Demonstrated	Staffed
Educated	Supplied
Encouraged	Supported
Facilitated	Trained
Familiarized	Volunteered
Furthered	
Guided	

Management

Accelerated	Implemented
Accomplished	Improved
Achieved	Incorporated
Administered	Increased
Affected	Initiated
Appointed	Instituted
Approved	Launched
Assigned	Led
Attained	Managed
Authorized	Mastered
Bolstered	Merged
Broadened	Navigated
Chaired	Originated
Completed	Overhauled
Conducted	Oversaw
Considered	Pinpointed
Consolidated	Presided
Controlled	Prioritized
Converted	Produced
Coordinated	Recommended
Decided	Reorganized
Delegated	Replaced
Developed	Restored
Directed	Reviewed
Eliminated	Satisfied
Emphasized	Saved
Enforced	Secured
Enhanced	Selected
Established	Started
Exceeded	Streamlined
Executed	Strengthened
Expanded	Supervised
Expedited	Sustained
Generated	Used
Handled	Won
Headed	
Hired	

Research

Assessed	Gathered
Benchmarked	Identified
Compared	Inspected
Conducted	Invented
Critiqued	Investigated
Detected	Located
Determined	Measured
Diagnosed	Researched
Evaluated	Solved
Examined	Summarized
Experimented	Surveyed
Explored	Tested
Extracted	

Organizational

Arranged	Obtained
Catalogued	Operated
Categorized	Organized
Charted	Processed
Classified	Scheduled
Collected	Structured
Compiled	Submitted
Devised	Supplied
Distributed	Systematized
Formed	Transformed
Located	Updated
Maintained	Validated
Monitored	Verified

Technical

Adapted	Maintained
Applied	Operated
Assembled	Programmed
Built	Rectified
Conserved	Regulated
Constructed	Remodeled
Converted	Repaired
Designed	Revamped
Determined	Specialized
Engineered	Standardized
Fabricated	Studied
Fortified	Upgraded
Installed	Utilized

Use a variety of action verbs in your resume to effectively describe your skills and experiences.