

Resume Words

Action Verbs

CLERICAL SKILLS

Approved
Arranged
Classified
Collected
Compiled
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Tabulated

COMMUNICATION SKILLS

Arbitrated
Arranged
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Interpreted
Influenced
Lectured
Mediated

Moderated
Negotiated
Persuaded
Promoted
Recruited
Translated

CREATIVE SKILLS

Acted
Created
Designed
Developed
Directed
Established
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized

FINANCIAL SKILLS

Administered
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed

Forecasted
Formulated
Managed
Marketed
Planned
Projected
Researched
Solved

HELPFUL SKILLS

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Expedited

MANAGEMENT SKILLS

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw

Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

RESEARCH SKILLS

Clarified
Collected
Diagnosed
Evaluated
Examined
Extracted
Inspected
Interpreted
Interviewed

Investigated
Organized
Reviewed
Summarized
Surveyed

TEACHING SKILLS

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated

Guided
Informed
Instructed
Persuaded
Trained

TECHNICAL SKILLS

Assembled
Built
Calculated
Computed
Designed
Devised
Maintained
Overhauled
Programmed
Repaired

Adjectives

Adjectives by Industry (scroll to end of each page):	Adjectives by Skill:
• Accounting • Admin Assistant • Customer Service • Engineering • Food Service • Information Technology • Management • Marketing & Sales • Nursing • Retail	• Analytical/Critical Thinking • Creativity & Innovation • Effectiveness • Enthusiasm • Hard-working • Organization • Reliability • Teamwork & Communication • Versatility