**ACTION VERBS AND ADVERBS**

**Management/Leadership Skills**
- administered
- assigned
- attained
- chaired
- consolidated
- contracted
- coordinated
- delegated
- developed
- directed
- eliminated
- enhanced
- enforced
- established
- evaluated
- executed
- generated
- headed
- hired
- improved
- incorporated
- increased
- inspected
- instituted
- managed
- motivated
- organized
- oversaw
- planned
- presided
- prioritized
- produced
- recommended
- reorganized
- reviewed
- scheduled
- strengthened
- supervised

**Communication Skills**
- addressed
- advertised
- arranged
- collaborated
- communicated
- composed
- condensed
- contacted
- convinced
- corresponded
- defined
- directed
- drafted
- edited
- elicited
- explained
- expressed
- formulated
- influenced
- interpreted
- interviewed
- judged
- lectured
- marketed
- mediated
- moderated
- negotiated
- observed
- participated
- persuaded
- presented
- promoted
- publicized
- reconciled
- recruited
- referred
- reported
- resolved
- responded
- spoke
- suggested
- synthesized
- translated
- wrote

**Technical Skills**
- applied
- assembled
- built
- calculated
- conserved
- constructed
- designed
- determined
- developed
- installed
- maintained
- operated
- programmed
- resolved
- specialized
- upgraded

**Research Skills**
- analyzed
- clarified
- collected
- compared
- conducted
- determined
- evaluated
- examined
- extracted
- formulated
- gathered
- identified
- interpreted
- interviewed
- invented
- investigated
- located
- measured
- organized
- researched
- reviewed
- solved
- summarized
- surveyed
- systematized
- tested

**Creative Skills**
- acted
- composed
- conceptualized
- created
- designed
- directed
- displayed
- drew
- entertained
- fashioned
- formulated
- founded
- illustrated
- introduced
- invented
- modeled
- originated
- performed
- photographed
- planned
- revised
- shaped

**Helping Skills**
- advocated
- aided
- answered
- assisted
- cared for
- clarified
- counseled
- diagnosed
- educated
- encouraged
- facilitated
- familiarized
- furthered
- helped
- influenced
- insured
- mentored
- provided
- referred
- rehabilitated
- resolved
- simplified
- supplied
- supported
- volunteered

**Organizational Skills**
- approved
- arranged
- catalogued
- categorized
- charted
- classified
- coded
- collected
- compiled
- corresponded
- distributed
- filed
- generated
- implemented
- inspected
- maintained
- monitored
- operated
- organized
- prepared
- processed
- provided
- recorded
- reviewed
- scheduled
- sorted
- submitted
- standardized
- systemized
- updated
- validated
- verified

**Financial Skills**
- analyzed
- appraised
- audited
- balanced
- budgeted

**More Verbs...**
- achieved
- completed
- contributed
- affected
- electrified
- expanded
- improved
- navigated
- negotiated
- pioneered
- perfected
- promoted
- quoted
- reduced
- resolved
- sparked
- spearheaded
- spoke
- succeeded
- supervised
- surpassed
- transferred
- unified

**Adverbs**
- accurately
- attentively
- creatively
- efficiently
- intelligently
- inventively
- quickly
- responsibly
- successfully
- uniquely
- effectively

16 - Resumes