

# Resume Verbs

## Management:

administered  
analyzed  
approved  
assigned  
attained  
chaired  
contracted  
controlled  
consolidated  
coordinated  
delegated  
directed  
enlisted  
evaluated  
executed  
improved  
increased  
maintained  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
resolved  
reviewed  
scheduled  
strengthened  
supervised  
visualized

## Communication Skills:

addressed  
arbitrated  
arranged  
authored  
communicated  
conveyed  
corresponded  
developed  
directed  
discussed  
drafted

edited  
expressed  
formulated  
influenced  
interpreted  
lectured  
liased  
listened  
mediated  
moderated  
motivated  
negotiated  
perceived  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
wrote

## Research:

analyzed  
assessed  
clarified  
collected  
compared  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed  
systematized  
tabulated

## Technical:

assembled  
built  
calculated  
designed  
devised  
engineered  
fabricated  
generated  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
trained  
upgraded

## Teaching:

adapted  
advised  
clarified  
coached  
coordinated  
defined  
developed  
directed  
educated  
established  
fashioned  
founded  
illustrated  
instituted  
integrated  
introduced  
invented  
mentored  
originated  
performed  
planned  
revitalized  
shaped  
understood

## Helping:

assisted  
clarified  
collaborated  
consulted  
counseled  
demonstrated  
diagnosed  
expedited  
facilitated  
familiarized  
fostered  
guided  
referred  
rehabilitated  
represented  
served

## Organizational:

adjusted  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
provided  
purchased  
recorded  
related  
retrieved  
screened  
specific  
systemized  
validated