

# Action Verbs to Help Your Skills Shine

## Accomplishment Verbs

achieved	<b>*earned</b>	<b>expanded</b>	improved	<b>pioneered</b>
<b>reached</b>	reduced (losses)	<b>resolved (problems)</b>	restored	<b>spearheaded</b>
<b>succeeded</b>	<b>surpassed</b>	<b>transformed</b>	<b>unified</b>	

## Accounting and Finance Verbs

<b>administered</b>	allocated	<b>analyzed</b>	appraised	<b>audited</b>
balanced	budgeted	<b>calculated</b>	<b>computed</b>	<b>developed</b>
<b>forecasted</b>	<b>managed</b>	<b>marketed</b>	<b>planned</b>	projected
<b>recovered</b>	researched			

## Adaptability Verbs

<b>accommodated</b>	<b>adapted</b>	<b>adjusted</b>	<b>changed</b>	<b>coped</b>
<b>embraced (challenges)</b>	<b>experimented</b>	<b>improvised</b>	<b>integrated</b>	<b>managed (conflict)</b>
<b>navigated</b>	<b>overcame</b>	<b>prioritized</b>	<b>recovered</b>	
<b>remained flexible</b>	<b>transformed</b>			

## Clerical or Detail Verbs

approved	arranged	catalogued	classified	collected
<b>compiled</b>	dispatched	executed	generated	implemented
inspected	monitored	<b>operated</b>	<b>organized</b>	prepared
processed	purchased	recorded	retrieved	screened
specified	systematized	tabulated	validated	

## Coachability Verbs

<b>accepted (constructive criticism)</b>	<b>accepted responsibility</b>	<b>considered</b>	<b>grew</b>	<b>learned</b>
<b>managed (expectations)</b>	<b>respected</b>	<b>responded (to input)</b>	<b>reflected</b>	<b>took direction</b>
<b>took ownership</b>				

## Communication Verbs

<b>addressed</b>	<b>answered</b>	arbitrated	<b>articulated</b>	arranged
<b>authored</b>	<b>briefed</b>	<b>bridged</b>	<b>built (relationships)</b>	<b>campaigned</b>
<b>coached</b>	<b>collaborated</b>	<b>committed</b>	<b>composed</b>	convinced
<b>conferred</b>	<b>conveyed</b>	<b>corresponded</b>	counseled	<b>debated</b>
<b>defined</b>	demonstrated	<b>described</b>	<b>developed</b>	<b>directed</b>
<b>discussed</b>	disseminated	<b>drafted</b>	<b>documented</b>	<b>edited</b>
enlisted	<b>enlivened</b>	<b>expressed</b>	<b>facilitated</b>	<b>formulated</b>
<b>ignited</b>	<b>illustrated</b>	<b>influenced</b>	<b>informed</b>	<b>instructed</b>
<b>interpreted</b>	interviewed	<b>lectured</b>	<b>listened</b>	<b>lobbied</b>
mediated	moderated	<b>negotiated</b>	<b>participated</b>	<b>persuaded</b>
prepared	<b>presented</b>	presided	<b>promoted</b>	publicized
<b>reconciled</b>	recruited	<b>reviewed</b>	<b>spoke</b>	<b>summarized</b>

\*Words in bold are highly recommended for ATS review.

translated	wrote			
------------	-------	--	--	--

### Creative Verbs

acted	<b>conceptualized</b>	<b>created</b>	<b>customized</b>	<b>designed</b>
<b>developed</b>	<b>directed</b>	<b>established</b>	fashioned	<b>forged</b>
founded	<b>illustrated</b>	<b>initiated</b>	instituted	<b>integrated</b>
<b>introduced</b>	invented	originated	performed	<b>piloted</b>
pioneered	<b>planned</b>	<b>revitalized</b>	<b>shaped</b>	

### Helping Verbs

advocated	<b>assessed</b>	<b>assisted</b>	<b>cared</b>	<b>clarified</b>
<b>coached</b>	<b>considered</b>	counseled	demonstrated	diagnosed
<b>educated</b>	empathized	<b>encouraged</b>	<b>expedited</b>	<b>facilitated</b>
familiarized	<b>guided</b>	<b>listened</b>	<b>mentored</b>	<b>motivated</b>
referred	rehabilitated	<b>related</b>	represented	<b>respected</b>
<b>supported</b>	<b>sympathized</b>	<b>understood</b>		

### Initiative

arranged	<b>conceived</b>	<b>created</b>	<b>dedicated</b>	<b>designed</b>
<b>developed</b>	<b>devised</b>	<b>enabled</b>	enhanced	<b>ensured</b>
<b>formulated</b>	<b>initiated</b>	invent	<b>innovated</b>	originated
packaged	prepared	produced	<b>reached</b>	<b>refined</b>
reshaped	<b>resolved</b>	<b>solved</b>		

### Instruction + Teaching Verbs

<b>adapted</b>	<b>advised</b>	<b>clarified</b>	<b>coached</b>	communicated
<b>coordinated</b>	demystified	<b>developed</b>	<b>enabled</b>	<b>encouraged</b>
evaluated	explained	<b>facilitated</b>	<b>guided</b>	<b>informed</b>
<b>instructed</b>	<b>persuaded</b>	<b>set (goals)</b>	stimulated	<b>trained</b>

### Leadership & Management Verbs

<b>accelerated</b>	<b>administered</b>	<b>analyzed</b>	<b>assigned</b>	attained
<b>chaired</b>	conducted	consolidated	<b>contracted</b>	controlled
<b>coordinated</b>	<b>delegated</b>	<b>developed</b>	<b>directed</b>	<b>elected</b>
<b>employed</b>	<b>empowered</b>	<b>enacted</b>	<b>endorsed</b>	<b>engaged</b>
<b>envisioned</b>	<b>evaluated</b>	exceeded	<b>executed</b>	<b>expanded</b>
<b>explored</b>	<b>facilitated</b>	<b>fostered</b>	<b>furthered</b>	grouped
<b>guided</b>	headed	<b>hired</b>	implemented	<b>improved</b>
increased	<b>initiated</b>	<b>inspired</b>	instituted	<b>learned</b>
<b>led</b>	<b>leveraged</b>	maintained	<b>managed</b>	<b>marketed</b>
<b>mastered</b>	<b>mentored</b>	monitored	<b>motivated</b>	obtained
<b>officiated</b>	<b>organized</b>	<b>oversaw</b>	performed	<b>planned</b>
<b>prioritized</b>	produced	<b>promoted</b>	recommended	reduced
repositioned	retained	<b>reviewed</b>	revised	<b>scheduled</b>
<b>strengthened</b>	<b>supervised</b>	trimmed	turned around	undertook

### Organization & Implementation

<b>advised</b>	<b>analyzed</b>	arranged	budgeted	cataloged
<b>collaborated</b>	consulted	compared	<b>compiled</b>	completed
<b>computed</b>	decreased	distributed	enlarged	<b>examined</b>
<b>expanded</b>	<b>facilitated</b>	generated	<b>improvised</b>	increased
indexed	<b>leveraged</b>	<b>modified</b>	<b>orchestrated</b>	<b>oversaw</b>

\*Words in bold are highly recommended for ATS review.

<b>redesigned</b>	reorganized	<b>restructured</b>	<b>revamped</b>	<b>reviewed</b>
revised	<b>scheduled</b>	sponsored	<b>strengthened</b>	synthesized
systematized	<b>updated</b>	<b>verified</b>		

### Problem-Solving + Critical Thinking

accomplished	<b>assured</b>	awarded	balanced	<b>charted</b>
closed	corrected	determined	diverted	eliminated
<b>evaluated</b>	handled	<b>identified</b>	<b>improved</b>	<b>investigated</b>
<b>mapped</b>	mediated	<b>negotiated</b>	<b>pioneered</b>	proposed
recruited	<b>refocused</b>	<b>resolved</b>	satisfied	<b>simplified</b>
sorted	<b>streamlined</b>	<b>strengthened</b>	surpassed	

### Promotion & Sales

<b>advertised</b>	convinced	generated	<b>improved</b>	increased
<b>influenced</b>	<b>launched</b>	<b>marketed</b>	<b>persuaded</b>	<b>promoted</b>
recommended	represented	secured	sold	targeted

### Research & Development

<b>analyzed</b>	automated	<b>clarified</b>	classified	collected
<b>designed</b>	determined	<b>developed</b>	diagnosed	differentiated
equated	<b>evaluated</b>	<b>examined</b>	<b>experimented</b>	extracted
<b>identified</b>	inspected	<b>interpreted</b>	interviewed	invented
<b>investigated</b>	<b>merged</b>	<b>optimized</b>	<b>organized</b>	<b>related</b>
researched	<b>reviewed</b>	searched	<b>solved</b>	structured
<b>summarized</b>	synthesized	systematized	surveyed	theorized

### Technical + Technology Verbs

<b>assembled</b>	<b>built</b>	calculated	<b>coded</b>	<b>compiled</b>
<b>computed</b>	<b>customized</b>	<b>designed</b>	devised	<b>engineered</b>
fabricated	<b>installed</b>	<b>interfaced</b>	maintained	<b>modeled</b>
<b>networked</b>	<b>operated</b>	<b>overhauled</b>	<b>programmed</b>	<b>remodeled</b>
repaired	<b>solved</b>	<b>tested</b>	upgraded	

### Teamwork Verbs

<b>aided</b>	<b>aligned</b>	<b>assisted</b>	<b>collaborated</b>	<b>contributed</b>
<b>cooperated</b>	<b>enabled</b>	<b>encouraged</b>	<b>exchanged (ideas)</b>	<b>facilitated</b>
<b>gathered</b>	<b>guided</b>	<b>harmonized</b>	<b>incorporated</b>	<b>mentored</b>
<b>participated</b>	<b>partnered</b>	<b>resolved</b>	<b>shaped</b>	<b>supported</b>
<b>teamed</b>				

### Time Management Verbs

<b>delegated</b>	<b>expedited</b>	<b>managed (competing priorities)</b>	<b>met (deadlines)</b>	<b>multi-tasked</b>
<b>organized</b>	<b>planned</b>	<b>prioritized</b>	<b>scheduled</b>	<b>set (goals)s</b>
<b>strategized</b>				

Sources:

Bradley University webpage <http://www.bradley.edu/scc/students/>

Quinnia How to Use Strong Action Verbs <https://help.quinnia.io/article/113-describe-your-skills-using-strong-action-verbs>

Resume Tutor from the University of Minnesota <http://www1.umn.edu/ohr/ecep/resume/summverb.htm>

\*Words in bold are highly recommended for ATS review.