



List of Action Verbs for Resumes and Professional Profiles

Management / Leadership Skills

Administered	Contracted	Eliminated	Headed	Inspected	Overhauled	Restored
Analyzed	Controlled	Emphasized	Hired	Instituted	Oversaw	Reviewed
Appointed	Converted	Enforced	Hosted	Led	Presided	Scheduled
Approved	Coordinated	Enhanced	Improved	Managed	Prioritized	Streamlined
Chaired	Delegated	Established	Incorporated	Merged	Produced	Strengthened
Considered	Developed	Executed	Increased	Motivated	Recommended	Supervised
Consolidated	Directed	Generated	Initiated	Originated	Reorganized	

Communication / People Skills

Addressed	Composed	Developed	Incorporated	Mediated	Reconciled	Summarized
Advertised	Condensed	Discussed	Influenced	Moderated	Recruited	Translated
Arranged	Consulted	Drafted	Interacted	Negotiated	Referred	
Articulated	Contacted	Edited	Interpreted	Persuaded	Reinforced	
Authored	Conveyed	Elicited	Interviewed	Presented	Resolved	
Clarified	Convinced	Enlisted	Lectured	Promoted	Respond	
Collaborated	Corresponded	Explained	Listened	Proposed	Specified	
Communicated	Described	Formulated	Marketed	Publicized	Suggested	

Research Skills

Analyzed	Critiqued	Examined	Gathered	Investigated	Researched	Systematized
Asserted	Detected	Experimented	Identified	Located	Searched	Tested
Clarified	Determined	Explored	Inspected	Measured	Solved	
Collected	Diagnosed	Extracted	Interpreted	Outlined	Summarized	
Compared	Documented	Extrapolated	Interviewed	Organized	Surveyed	
Conducted	Evaluated	Formulated	Invented	Reported	Synthesized	

Technical Skills

Adapted	Conserved	Determined	Installed	Programmed	Restored	Upgraded
Assembled	Constructed	Developed	Maintained	Rectified	Solved	Utilized
Built	Converted	Engineered	Operated	Remodeled	Specialized	
Calculated	Debugged	Fabricated	Overhauled	Repaired	Standardized	
Computed	Designed	Fortified	Printed	Replaced	Studied	

Teaching Skills

Adapted	Conducted	Encouraged	Guided	Individualized	Persuaded	Tested
Advised	Coordinated	Evaluated	Individualized	Informed	Set Goals	Trained
Clarified	Critiqued	Explained	Informed	Instilled	Simulated	Transmitted
Coached	Developed	Facilitated	Instilled	Instructed	Stimulated	Tutored
Communicated	Enabled	Focused	Instructed	Motivated	Taught	

Financial / Data Skills

Administered	Appraised	Calculated	Developed	Marketed	Projected	Retrieved
Adjusted	Assessed	Computed	Estimated	Measured	Reconciled	
Allocated	Audited	Conserved	Forecasted	Planned	Reduced	
Analyzed	Balanced	Determined	Managed	Programmed	Researched	

Creative Skills

Acted	Condensed	Directed	Fashioned	Instituted	Modified	Revised
Adapted	Created	Displayed	Formulated	Integrated	Originated	Revitalized
Began	Customized	Drew	Founded	Introduced	Performed	Shaped
Combined	Designed	Entertained	Illustrated	Invented	Photographed	Solved
Conceptualized	Developed	Established	Initiated	Modeled	Planned	Immersed

Helping Skills

Adapted	Assessed	Contributed	Educated	Furthered	Motivated	Resolved
Advocated	Assisted	Cooperated	Encouraged	Guided	Provided	Simplified
Aided	Cared For	Counseled	Ensured	Helped	Referred	Supplied
Answered	Coached	Demonstrated	Facilitated	Insured	Rehabilitated	Supported
Arranged	Collaborated	Diagnosed	Familiarized	Intervened	Presented	Volunteered

Organizational /Detail Skills

Approved	Collected	Implemented	Operated	Recorded	Screened	Validated
Arranged	Compiled	Incorporated	Ordered	Registered	Set Up	Verified
Cataloged	Corresponded	Inspected	Organized	Reserved	Submitted	Documented
Categorized	Distributed	Logged	Prepared	Responded	Supplied	
Charted	Executed	Maintained	Processed	Reviewed	Standardized	
Classified	Filed	Monitored	Provided	Routed	Systemized	
Coded	Generated	Obtained	Purchased	Scheduled	Updated	

IDEA Center

503 554 2330

idea@georgefox.edu

idea.georgefox.edu