

ACTION VERBS

Management

Achieved
Administered
Analyzed
Arranged
Appointed
Contracted
Consolidated
Coordinated
Defined
Delegated
Directed
Developed
Employed
Established
Evaluated
Expanded
Hired
Initiated
Improved
Increased
Introduced
Managed
Negotiated
Organized
Oversaw
Planned
Prioritized
Recommended
Reviewed
Scheduled
Selected
Succeeded
Supervised

Communication

Addressed
Advised
Arbitrated
Authored
Clarified
Coached
Collaborated
Communicated
Developed

Directed
Drafted
Edited
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Recruited
Reported
Spoke
Translated
Wrote

Analysis

Analyzed
Assessed
Clarified
Collected
Complied
Computed
Conducted
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Experimented
Explored
Identified
Interpreted
Interviewed
Investigated
Organized
Researched
Reviewed
Summarized
Surveyed
Synthesized
Systematized

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Compiled
Computed
Forecasted
Financed
Formulated
Funded
Managed
Marketed
Measured
Modified
Negotiated
Planned
Problem-solved
Projected
Purchased
Researched
Sold
Solicited
Solved

Interpersonal

Adapted
Advised
Assessed
Clarified
Coached
Communicated
Coordinated
Counseled
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated

Guided
Informed
Initiated
Instructed
Negotiated
Persuaded
Referred
Set goals
Stimulated
Supervised
Trained
United
Volunteered

Creative

Acted
Arranged
Composed
Conceptualized
Created
Designed
Developed
Directed
Dramatized
Established
Expanded
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped
Sold
Updated

Technical

Assembled
Built
Calculated
Computed

Designed
Devised
Drafted
Engineered
Experimented
Fabricated
Maintained
Monitored
Operated
Planned
Projected
Researched

Descriptive Words

Ability
Capability
Competence
Consistently
Constantly
Efficiently
Knowledgeable
Maturely
Productively
Professional
Profitably
Repeatedly
Resourcefully
Significantly
Substantially
Successfully
Technically
Versatility
Vigorously