

# VERB LIST FOR RESUMES AND LETTERS

Words in bold are especially good for pointing out accomplishments

<b>Management Skills</b>	Spoke	guided	Counseled
Administered	Translated	informed	demonstrated
Analyzed	Wrote	instructed	Diagnosed
Assigned	<b>Research Skills</b>	persuaded	Educated
Attained	Clarified	set goals	expedited
Chaired	Collected	stimulated	Facilitated
Consolidated	Critiqued	trained	Familiarized
Contracted	Diagnosed	<b>Financial Skills</b>	Guided
Coordinated	Evaluated	Administered	Motivated
Delegated	Examined	Allocated	Referred
Developed	Identified	Analyzed	Rehabilitated
Directed	Inspected	Appraised	Represented
Evaluated	Interpreted	Audited	<b>Clerical Skills</b>
Executed	Interviewed	Balanced	Approved
Improved	Investigated	Budgeted	Arranged
Increased	Organized	Calculated	Cataloged
Organized	Reviewed	Computed	Classified
Oversaw	Summarized	Developed	Collected
Planned	Surveyed	Forecasted	Compiled
Prioritized	Systematized	Managed	Dispatched
Produced	<b>Technical Skills</b>	Marketed	Executed
Recommended	Assembled	Planned	Generated
Reviewed	Built	Projected	Implemented
Scheduled	Calculated	Researched	Inspected
Strengthened	Computed	<b>Creative Skills</b>	Monitored
Supervised	Designed	Acted	Operated
<b>Communication Skills</b>	Devised	Conceptualized	Organized
Addressed	Engineered	Created	Prepared
Arbitrated	Fabricated	Customized	Processed
Arranged	Maintained	Designed	Purchased
Authored	Operated	Developed	Recorded
Collaborated	Overhauled	Directed	Retrieved
Convinced	Programmed	Established	Screened
Corresponded	Remodeled	Fashioned	Specified
Developed	Repaired	Founded	Systematized
Directed	Solved	Illustrated	Tabulated
Drafted	Upgraded	Initiated	Validated
Edited	<b>Teaching Skills</b>	Instituted	<b>More Verbs for Accomplishments</b>
Enlisted	Adapted	Integrated	Achieved
Formulated	Advised	Introduced	Expanded
Influenced	Clarified	Invented	Improved
Interpreted	Coached	Originated	Pioneered
Lectured	Communicated	Performed	Reduced
Mediated	Coordinated	Planned	Resolved
Moderated	Demystified	Revitalized	Restored
Negotiated	Developed	Shaped	Spearheaded
Persuaded	Enabled	<b>Helping Skills</b>	transformed
Promoted	Encouraged	Assessed	
Publicized	Evaluated	Assisted	
Reconciled	Explained	Clarified	
	facilitated	coached	