

Resume Action/Skill Verbs

Skill words are used in a resume and cover letter to describe your experience. Because you want to tell what you can do, use action verbs. Utilize them to begin short sentences (skill statements), such as “Coordinated advertising campaign ...” or “Trained new employees ...” Be consistent with the verb tense, when possible, whether you use present (facilitate), past (facilitated), or present ongoing (facilitating).

A	Appraised	Called (on)	Concentrated	Customized
Abstracted	Apprenticed	Campaigned	Conceptualized	Curtailed
Accelerated	Approved	Canvassed	Conciliated	D
Accepted	Arbitrated	Cared (for)	Concluded	Dealt (with)
Accessed	Archived	Carried out	Condensed	Debated
Accommodated	Aroused (interest)	Cashed	Conducted	Debriefed
Accompanied	Arranged	Catalogued	Conferred	Debugged
Accomplished	Articulated	Catered	Configured	Decentralized
Accounted (for)	Ascertained	Caused	Confronted	Decided
Accredited	Assembled	Celebrated	Connected	Declared
Accumulated	Asserted	Centralized	Conquered	Decreased
Achieved	Assessed	Chaired	Conserved	Dedicated
Acknowledged	Assigned	Challenged	Considered	Defeated
Acquired	Assisted	Changed	Consoled	Defended
Acted	Associated	Charged	Consolidated	Defined
Activated	Assumed	Charted	Constructed	Defused
Actuated	Attached	Checked	Consulted	Delegated
Adapted	Attained	Chose	Contacted	Deliberated
Addressed	Attended	Cited	Contemplated	Delineated
Adjudicated	Attracted	Clarified	Contended	Delivered
Adjusted	Audited	Classified	Contested	Delved
Administered	Auditioned	Cleaned	Contracted	Demonstrated
Admitted	Augmented	Cleared	Contrasted	Depicted
Adopted	Authenticated	Closed (a deal)	Contributed	Deposited
Advanced	Authored	Coached	Contrived	Described
Advertised	Authorized	Coded	Controlled	Designated
Advised	Automated	Co-facilitated	Convened	Designed
Advocated	Awarded	Collaborated	Conversed	Detailed
Affected	B	Collated	Converted	Detected
Affirmed	Backed up	Collected	Conveyed	Determined
Aided	Balanced	Combined	Convinced	Developed
Alerted	Banned	Comforted	Cooperated	Devised
Aligned	Bargained	Commanded	Coordinated	Devoted
Allocated	Billed	Commemorated	Copied	Diagnosed
Altered	Booked	Commended	Corrected	Diagrammed
Amended	Bought	Commissioned	Correlated	Dialogued
Amplified	Brainstormed	Committed	Corresponded	Dictated
Amused	Bridged	Communicated	Corroborated	Differentiated
Analyzed	Briefed	Compared	Counseled	Directed
Animated	Broadcasted	Competed	Counted	Disarmed
Annotated	Broadened	Compiled	Counteracted	Discerned
Announced	Brought	Completed	Countered	Disclosed
Answered	Budgeted	Composed	Crafted	Discovered
Anticipated	Built	Compounded	Created	Discussed
Appealed	C	Computed	Credited	Dismantled
Applied	Calculated	Computerized	Critiqued	Dismissed
Appointed	Calibrated	Conceived	Cultivated	Dispatched

Dispensed	Examined	Gathered	Inventoried	Merged
Displayed	Exceeded	Gave	Invested	Met
Disproved	Excelled	Generated	Investigated	Minimized
Disputed	Exchanged	Governed	Invigorated	Mixed
Dissected	Executed	Graded	Invited	Mobilized
Disseminated	Exemplified	Granted	Invoiced	Moderated
Dissuaded	Exercised	Graphed	Involved	Modernized
Distinguished	Exerted	Greeted	Isolated	Modified
Distributed	Exhibited	Grew	Issued	Molded
Diversified	Expanded	Grouped	J	Monitored
Diverted	Expedited	Guarded	Joined	Motivated
Documented	Experienced	Guided	Journalled	Mounted
Drafted	Experimented	H	Journeyed	Moved
Dramatized	Explained	Handled	Judged	N
Drew (up)	Explored	Harmonized	Juggled	Navigated
Drove	Exposed	Headed	Justified	Negotiated
E	Expounded	Held	K	Networked
Earned	Expressed	Helped	Kept	Nominated
Eased	Extemporized	Highlighted	Keynoted	Noted
Economized	Extended	Hired	Kicked off	Notified
Edited	Extracted	Honored	L	Numbered
Educated	Extrapolated	Hypothesized	Laid out	Nurtured
Effected	F	I	Launched	O
Elicited	Fabricated	Identified	Learned	Observed
Eliminated	Facilitated	Illustrated	Lectured	Obtained
Empathized	Familiarized	Imagined	Led	Offered
Emphasized	Fashioned	Impacted	Liaised	Opened
Employed	Featured	Implemented	Licensed	Operated
Empowered	Fed	Improved	Lifted	Opposed
Enabled	Fielded	Improvised	Linked	Orchestrated
Enacted	Figured	Inaugurated	Listed	Ordered
Encouraged	Filed	Incorporated	Listened	Organized
Endeavored	Filled	Increased	Loaded	Oriented
Energized	Financed	Incurred	Lobbied	Originated
Enforced	Finished	Indexed	Localized	Outlined
Engaged	Fired	Influenced	Located	Outreached
Engendered	Fitted	Informed	Logged	Overcame
Engineered	Fixed	Initiated	Lowered	Overhauled
Enhanced	Focused	Innovated	M	Oversaw
Enlarged	Followed (up)	Input	Machined	Overthrew
Enlisted	Forecasted	Inspected	Made	Overturned
Enriched	Forged	Inspired	Mailed	P
Enrolled	Formalized	Installed	Maintained	Painted
Ensured	Formed	Instilled	Managed	Packaged
Entered	Formulated	Instituted	Maneuvered	Packed
Entertained	Fortified	Instructed	Manipulated	Paid
Entrusted	Fostered	Insured	Manufactured	Participated
Enumerated	Fought (for)	Integrated	Mapped	Partnered (with)
Envisioned	Founded	Interacted	Marched	Patented
Equipped	Framed	Interfaced (with)	Marked	Patrolled
Escorted	Fundraising	Interpreted	Marketed	Perceived
Established	Furnished	Intervened	Mastered	Perfected
Estimated	Furthered	Interviewed	Matched	Performed
Evaluated	G	Introduced	Measured	Persisted
Evoked	Gained	Intuited	Mediated	Persuaded
Evidenced	Garnered	Invented	Mentored	Phrased

Piloted	Reached	Resumed	Started	Trained
Pinpointed	Read	Retained	Steered	Transcribed
Pioneered	Realized	Retrieved	Stimulated	Transferred
Placed	Rearranged	Revamped	Stocked	Transformed
Planned	Reasoned	Revealed	Stored	Translated
Podcasted	Recalled	Reversed	Straightened	Transmitted
Policy making	Received	Reviewed	Strategized	Transported
Posited	Recited	Revised	Streamlined	Traveled
Posted	Recognized	Revitalized	Strove	Treated
Predicted	Recommended	Revived	Structured	Troubleshoot
Prepared	Reconciled	Rewarded	Studied	Turned around
Prepped	Recorded	Rewrote	Styled	Tutored
Prescribed	Recovered	Routed	Subdued	Typed
Presented	Recruited	S	Submitted	U
Presided	Redesigned	Salvaged	Substantiated	Understanding
Prevailed	Reduced	Saved	Succeeded	Undertook
Priced	Reevaluated	Scanned	Suggested	United
Printed	Referred	Scheduled	Summarized	Updated
Prioritized	Refined	Screened	Summoned	Upgraded
Processed	Reflected	Secured	Supervised	Upheld
Proclaimed	Reformed	Selected	Supplied	Used
Procured	Regarded	Sent	Supported	Utilized
Produced	Registered	Separated	Surmounted	V
Profiled	Regulated	Served	Surpassed	Validated
Programmed	Rehabilitated	Serviced	Surveyed	Valued
Projected	Reinforced	Set (goals)	Sustained	Vended
Promoted	Related	Set up	Synergized	Verbalized
Prompted	Relayed	Settled	Synthesized	Verified
Proofread	Removed	Shaped	Systematized	Viewed
Proposed	Rendered	Shared	T	Visited
Protected	Renewed	Showed	Tabulated	Visualized
Proved	Reorganized	Simplified	Tailored	Vitalized
Provided	Repaired	Simulated	Talked	Vocalized
Public speaking	Replaced	Sketched	Tallied	Voiced
Publicized	Reported	Sold	Taught	Volunteered
Published	Represented	Soldered	Team-building	W
Purchased	Reproduced	Solicited	Telephoned	Watched
Pursued	Requested	Solved	Tended	Weighed
Q	Rescued	Sorted	Terminated	Welcomed
Quantified	Researched	Sought	Tested	Witnessed
Questioned	Resolved	Sourced	Testified	Won
Quoted	Responded	Spearheaded	Theorized	Worked
R	Responsible	Specified	Took (part in)	Wrote
Raised	Restored	Spoke	Toured	Y
Rallied	Restricted	Sponsored	Traced	Yielded
Ran	Restructured	Stabilized	Tracked	
Rated	Resulted	Staged	Traded	

Introductory Phrases

Use these sparingly to describe qualities you possess only when you cannot begin a skill statement with an action verb.

Ability/Able (to)	Expertise (in)	Informed (about)	Qualified
Adept (at)	Exposure (to)	Knowledge (of)	Responsible (for)
Awareness (of)	Familiar/Familiarity (with)	Knowledgeable (in)	Skilled (in)
Committed (to)	Fluent (in)	Possess (____ skills)	Versed (in)
Expert	Functional (in)	Proficient (in)	