

Resume Action Verbs Cheat Sheet

Spruce up your resume with this action verb cheat sheet!

For more tips check out Level's great example of a simple but also effective resume at:

www.northeastern.edu/levelblog/2016/05/10/anatomy-data-analyst-resume/



Northeastern University

Management Skills

Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized

Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Co-authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted
Formulated
Influenced

Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited

Teaching Skills

Adapted
Advised
Clarified
Coached
Conducted
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided

Informed
Instructed
Lectured
Persuaded
Set goals
Stimulated
Taught
Trained
Communicated

Research Skills

Clarified
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Inspired
Investigated
Reviewed
Summarized
Systemized

Creative Skills

Acted
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Conceptualized

Planned
Proved
Revised
Revitalized
Set up
Shaped
Streamlined
Structured
Tabulated
Validated

Clerical/Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected
Monitored

Operated
Ordered
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized

Accomplishment Verbs

Accelerated
Achieved
Attained
Completed
Conceived
Convinced
Discovered
Doubled
Effectuated
Eliminated
Expanded
Expedited
Founded

Improved
Increased
Initiated
Innovated
Introduced
Invented
Launched
Mastered
Originated
Overcame
Overhauled
Pioneered
Reduced

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled

