

RESUME ACTION VERBS



Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Controlled
Coordinated
Delegated
Developed
Directed
Ensured
Evaluated
Executed
Headed
Improved
Increased
Introduced
Monitored
Orchestrated
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised
Verified
Motivated
Persuaded

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Collaborated
Composed
Convinced
Corresponded

Defined
Developed
Directed
Documented
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Assembled
Clarified
Collected
Critiqued
Diagnosed
Discovered
Evaluated
Examined
Explored
Extracted
Forecasted
Identified
Inspected
Interpreted
Interviewed
Investigated
Measured
Organized
Reviewed
Summarized
Surveyed

Systematized
Tested
Tracked

Technical Skills

Assembled
Built
Charted
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Formulated
Launched
Maintained
Merged
Operated
Overhauled
Programmed
Redesigned
Remodeled
Repaired
Solved
Updated
Upgraded

Teaching Skills

Advanced
Advised
Advocated
Clarified
Coached
Communicated
Consulted
Coordinated
Cultivated
Demystified
Developed
Educated
Enabled
Encouraged
Evaluated
Explained

Facilitated
Fostered
Guided
Informed
Inspired
Instructed
Integrated
Mentored
Set goals
Stimulated
Taught
Trained

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Decreased
Developed
Forecasted
Lessened
Managed
Marketed
Planned
Projected
Reconciled
Reduced
Researched
Sustained

Creative Skills

Acted
Conceptualized
Created
Customized
Developed
Directed
Established

Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Familiarized
Guided
Motivated
Referred
Rehabilitated
Represented

Clerical or Detail Skills

Approved
Arranged
Catalogued
Centralized
Classified
Collected
Compiled
Converted
Customized
Dispatched
Executed
Expedited
Generated
Implemented
Inspected
Maximized
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Simplified
Specified
Systematized
Streamlined

Tabulated
Validated

Medical Skills

Admitted
Advanced
Advocated
Aided
Assigned
Assessed
Assisted
Cared
Charted
Charged
Consoled
Counseled
Diagnosed
Distributed
Documented
Evaluated
Guided
Helped
Influenced
Listened
Monitored
Nursed
Practiced
Prevented
Proceeded
Provided
Qualified

Referred
Regulated
Repaired
Reset
Resourced
Restricted
Reviewed
Secured
Supported
Sutured
Trained
Volunteered
Designed

More Verbs for Accomplishments

Achieved
Attained
Boosted
Completed
Earned
Enhanced
Expanded
Reached

ADDITIONAL RESOURCES

Websites

The following resources are online sites that offer job seekers a variety of information and may be useful for resume creation. See a WorkSource employee for log-in assistance.

- www.onetonline.org
- www.qualityinfo.org
- CIS – Career Information Systems (requires a log-in)

Resume Development Tools

Each WorkSource office provides tools to assist you in developing a professional, customizable resume. See a WorkSource employee for information on which tool(s) are available in your area.

- Cypress Resume Maker
- Win-Way Resume Maker
- MS Word resume templates

Follow-up assistance

Now that you have completed the resume class and gathered all of your information, we are here to assist you in one or more of the following ways to ensure you complete a professional, customizable resume.

- Lobby assistance
- Resume Writing lab
- 1:1 staff assistance with a WorkSource employee