**ACTION VERBS FOR RESUME DESCRIPTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COMMUNICATION SKILLS | CLERICAL SKILLS | CREATIVE SKILLS 1 | CREATIVE SKILLS 2 | HELPING SKILLS | FINANCIAL SKILLS |
| Addressed | Approved | Assembled | Acted | Assessed | Administered |
| Arbitrated | Arranged | Built | Conceptualized | Clarified | Allocated |
| Arranged | Catalogued | Calculated | Created | Coached |  |
| Authored | Classified | Computed | Designed | Counseled |  |
| Corresponded | Collected | Designed | Developed | Demonstrated |  |
| Developed | Compiled | Devised | Directed | Diagnosed |  |
| Directed | Dispatched | Engineered | Established | Educated |  |
| Drafted | Executed | Fabricated | Fashioned |  |  |
| Edited | Generated | Maintained | Founded |  |  |
| Enlisted | Implemented | Overrated | Illustrated |  |  |
| Formulated | Inspected | Overhauled | Instituted |  |  |
| Influenced | Monitored | Programmed | Integrated |  |  |
| Interpreted | Operated | Remodeled | Introduced |  |  |
| Lectured | Organized | Repair | Invented |  |  |
| Mediated | Prepared | Solved | Originated |  |  |
| Moderated | Processed | Trained | Performed |  |  |
| Motivated | Purchased | Upgraded | Planned |  |  |
| Negotiated | Recorded |  | Revitalized |  |  |
| Persuaded | Retrieved |  | Shaped |  |  |
| Promoted | Screened |  |  |  |  |
| Publicized | Specified |  |  |  |  |
| Reconciled | Systematized |  |  |  |  |
| Recruited | Tabulated |  |  |  |  |
| Spoke | Validated |  |  |  |  |
| Translated |  |  |  |  |  |
| Wrote |  |  |  |  |  |