

Resumes & CVs

Action Verbs by Skill Set

First identify 2 or 3 skill sets most relevant to the position you hope to attain. Then scan through the list of verbs and select those that describe activities you have done in other situations. Continue down the list until you have identified a handful of examples that demonstrate your competency using this skill. Make sure you arrange your resume in such a way as to highlight the most significant of these. Use headings that match both your skills and the position to which you are applying.

MANAGEMENT

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|-------------------------------------|-------------------------------------|------------------------------------|------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> produced | <input type="checkbox"/> attained | <input type="checkbox"/> delegated | <input type="checkbox"/> enforced | <input type="checkbox"/> initiated | <input type="checkbox"/> administered |
| <input type="checkbox"/> anticipate | <input type="checkbox"/> chaired | <input type="checkbox"/> developed | <input type="checkbox"/> formed | <input type="checkbox"/> integrated | <input type="checkbox"/> recommended |
| <input type="checkbox"/> analyzed | <input type="checkbox"/> checked | <input type="checkbox"/> devised | <input type="checkbox"/> governed | <input type="checkbox"/> organized | <input type="checkbox"/> coordinated |
| <input type="checkbox"/> approved | <input type="checkbox"/> reviewed | <input type="checkbox"/> directed | <input type="checkbox"/> headed | <input type="checkbox"/> planned | <input type="checkbox"/> scheduled |
| <input type="checkbox"/> assigned | <input type="checkbox"/> contracted | <input type="checkbox"/> evaluated | <input type="checkbox"/> increased | <input type="checkbox"/> prioritized | <input type="checkbox"/> supervised |

COMMUNICATION

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|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> addressed | <input type="checkbox"/> composed | <input type="checkbox"/> drafted | <input type="checkbox"/> interpreted | <input type="checkbox"/> persuaded | <input type="checkbox"/> recruited |
| <input type="checkbox"/> arbitrated | <input type="checkbox"/> conveyed | <input type="checkbox"/> edited | <input type="checkbox"/> lectured | <input type="checkbox"/> presented | <input type="checkbox"/> translated |
| <input type="checkbox"/> arranged | <input type="checkbox"/> transcribed | <input type="checkbox"/> enlisted | <input type="checkbox"/> mediated | <input type="checkbox"/> promoted | <input type="checkbox"/> corresponded |
| <input type="checkbox"/> authored | <input type="checkbox"/> developed | <input type="checkbox"/> formulated | <input type="checkbox"/> moderated | <input type="checkbox"/> publicized | <input type="checkbox"/> collaborated |
| <input type="checkbox"/> wrote | <input type="checkbox"/> directed | <input type="checkbox"/> influenced | <input type="checkbox"/> negotiated | <input type="checkbox"/> reconciled | <input type="checkbox"/> emphasized |

RESEARCH

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|-------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> assessed | <input type="checkbox"/> critiqued | <input type="checkbox"/> surveyed | <input type="checkbox"/> examined | <input type="checkbox"/> interviewed | <input type="checkbox"/> investigated |
| <input type="checkbox"/> clarified | <input type="checkbox"/> discovered | <input type="checkbox"/> diagnosed | <input type="checkbox"/> identified | <input type="checkbox"/> reviewed | <input type="checkbox"/> summarized |
| <input type="checkbox"/> collected | <input type="checkbox"/> defined | <input type="checkbox"/> dissected | <input type="checkbox"/> inspected | <input type="checkbox"/> organized | <input type="checkbox"/> determined |
| <input type="checkbox"/> correlated | <input type="checkbox"/> detailed | <input type="checkbox"/> evaluated | <input type="checkbox"/> interpreted | <input type="checkbox"/> reported | <input type="checkbox"/> systematized |

TEACHING

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|------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> adapted | <input type="checkbox"/> revised | <input type="checkbox"/> evaluated | <input type="checkbox"/> informed | <input type="checkbox"/> simplified | <input type="checkbox"/> coordinated |
| <input type="checkbox"/> advised | <input type="checkbox"/> developed | <input type="checkbox"/> explained | <input type="checkbox"/> inspired | <input type="checkbox"/> set goals | <input type="checkbox"/> tailored |
| <input type="checkbox"/> clarified | <input type="checkbox"/> enabled | <input type="checkbox"/> facilitated | <input type="checkbox"/> instructed | <input type="checkbox"/> sparked | <input type="checkbox"/> encouraged |
| <input type="checkbox"/> coached | <input type="checkbox"/> communicated | <input type="checkbox"/> guided | <input type="checkbox"/> persuaded | <input type="checkbox"/> stimulated | <input type="checkbox"/> trained |
| <input type="checkbox"/> unified | <input type="checkbox"/> lectured | <input type="checkbox"/> counselled | <input type="checkbox"/> led | <input type="checkbox"/> mentored | <input type="checkbox"/> modified |

DETAILED

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|------------------------------------|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> approved | <input type="checkbox"/> dispatched | <input type="checkbox"/> compiled | <input type="checkbox"/> organized | <input type="checkbox"/> retrieved | <input type="checkbox"/> met deadlines |
| <input type="checkbox"/> validated | <input type="checkbox"/> responded | <input type="checkbox"/> arranged | <input type="checkbox"/> purchased | <input type="checkbox"/> classified | <input type="checkbox"/> implemented |
| <input type="checkbox"/> retained | <input type="checkbox"/> recorded | <input type="checkbox"/> judged | <input type="checkbox"/> compared | <input type="checkbox"/> operated | <input type="checkbox"/> reorganized |
| <input type="checkbox"/> executed | <input type="checkbox"/> enforced | <input type="checkbox"/> collected | <input type="checkbox"/> inspected | <input type="checkbox"/> copied | <input type="checkbox"/> processed |

FINANCIAL

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|------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> verified | <input type="checkbox"/> audited | <input type="checkbox"/> developed | <input type="checkbox"/> forecasted | <input type="checkbox"/> projected | <input type="checkbox"/> researched |
| <input type="checkbox"/> allocated | <input type="checkbox"/> balanced | <input type="checkbox"/> earned | <input type="checkbox"/> managed | <input type="checkbox"/> rectified | <input type="checkbox"/> reviewed |
| <input type="checkbox"/> analyzed | <input type="checkbox"/> budgeted | <input type="checkbox"/> estimated | <input type="checkbox"/> marketed | <input type="checkbox"/> reduced | <input type="checkbox"/> administered |
| <input type="checkbox"/> appraised | <input type="checkbox"/> calculated | <input type="checkbox"/> financed | <input type="checkbox"/> planned | <input type="checkbox"/> adjusted | <input type="checkbox"/> proposed |



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Resumes & CVs

CREATIVE

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|-----------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> acted | <input type="checkbox"/> decorated | <input type="checkbox"/> planned | <input type="checkbox"/> founded | <input type="checkbox"/> instituted | <input type="checkbox"/> performed |
| <input type="checkbox"/> designed | <input type="checkbox"/> established | <input type="checkbox"/> illustrated | <input type="checkbox"/> integrated | <input type="checkbox"/> dramatized | <input type="checkbox"/> conceptualized |
| <input type="checkbox"/> created | <input type="checkbox"/> developed | <input type="checkbox"/> shaped | <input type="checkbox"/> imagined | <input type="checkbox"/> introduced | <input type="checkbox"/> revitalized |
| <input type="checkbox"/> invented | <input type="checkbox"/> directed | <input type="checkbox"/> fashioned | <input type="checkbox"/> initiated | <input type="checkbox"/> customized | <input type="checkbox"/> transformed |

HELPING

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|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> accepted | <input type="checkbox"/> conducted | <input type="checkbox"/> educated | <input type="checkbox"/> guided | <input type="checkbox"/> provided | <input type="checkbox"/> represented |
| <input type="checkbox"/> assisted | <input type="checkbox"/> counselled | <input type="checkbox"/> effected | <input type="checkbox"/> motivated | <input type="checkbox"/> served | <input type="checkbox"/> empowered |
| <input type="checkbox"/> assessed | <input type="checkbox"/> dealt | <input type="checkbox"/> resolved | <input type="checkbox"/> participated | <input type="checkbox"/> questioned | <input type="checkbox"/> restored |
| <input type="checkbox"/> clarified | <input type="checkbox"/> handled | <input type="checkbox"/> protected | <input type="checkbox"/> referred | <input type="checkbox"/> validated | <input type="checkbox"/> demonstrated |
| <input type="checkbox"/> coached | <input type="checkbox"/> diagnosed | <input type="checkbox"/> facilitated | <input type="checkbox"/> advised | <input type="checkbox"/> encouraged | <input type="checkbox"/> inspired |

CLERICAL

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|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> adjusted | <input type="checkbox"/> collected | <input type="checkbox"/> distributed | <input type="checkbox"/> indexed | <input type="checkbox"/> organized | <input type="checkbox"/> retrieved |
| <input type="checkbox"/> approved | <input type="checkbox"/> compiled | <input type="checkbox"/> generated | <input type="checkbox"/> inspected | <input type="checkbox"/> catalogued | <input type="checkbox"/> implemented |
| <input type="checkbox"/> arranged | <input type="checkbox"/> controlled | <input type="checkbox"/> grouped | <input type="checkbox"/> monitored | <input type="checkbox"/> processed | <input type="checkbox"/> specified |
| <input type="checkbox"/> prepared | <input type="checkbox"/> copied | <input type="checkbox"/> screened | <input type="checkbox"/> operated | <input type="checkbox"/> purchased | <input type="checkbox"/> systematized |
| <input type="checkbox"/> classified | <input type="checkbox"/> dispatched | <input type="checkbox"/> recorded | <input type="checkbox"/> ordered | <input type="checkbox"/> improvised | <input type="checkbox"/> tabulated |

ANALYTICAL

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|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> compared | <input type="checkbox"/> consulted | <input type="checkbox"/> enlarged | <input type="checkbox"/> originated | <input type="checkbox"/> enlightened | <input type="checkbox"/> experimented |
| <input type="checkbox"/> conceived | <input type="checkbox"/> converted | <input type="checkbox"/> predicted | <input type="checkbox"/> utilized | <input type="checkbox"/> constructed | <input type="checkbox"/> investigated |
| <input type="checkbox"/> perceived | <input type="checkbox"/> analyzed | <input type="checkbox"/> detected | <input type="checkbox"/> examined | <input type="checkbox"/> solved | <input type="checkbox"/> summarized |

MANUAL

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|------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> assembled | <input type="checkbox"/> controlled | <input type="checkbox"/> ground | <input type="checkbox"/> repaired | <input type="checkbox"/> lifted | <input type="checkbox"/> shipped |
| <input type="checkbox"/> bent | <input type="checkbox"/> operated | <input type="checkbox"/> set-up | <input type="checkbox"/> moved | <input type="checkbox"/> pulled | <input type="checkbox"/> handled |
| <input type="checkbox"/> bound | <input type="checkbox"/> tended | <input type="checkbox"/> constructed | <input type="checkbox"/> dismantled | <input type="checkbox"/> fixed | <input type="checkbox"/> drafted |

ACCOMPLISHMENT

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|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> achieved | <input type="checkbox"/> executed | <input type="checkbox"/> expanded | <input type="checkbox"/> innovated | <input type="checkbox"/> pioneered | <input type="checkbox"/> experienced |
| <input type="checkbox"/> displayed | <input type="checkbox"/> recognized | <input type="checkbox"/> improved | <input type="checkbox"/> overcame | <input type="checkbox"/> succeeded | <input type="checkbox"/> awarded |

TECHNICAL

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|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> assembled | <input type="checkbox"/> computed | <input type="checkbox"/> installed | <input type="checkbox"/> overhauled | <input type="checkbox"/> maintained | <input type="checkbox"/> strengthened |
| <input type="checkbox"/> built | <input type="checkbox"/> designed | <input type="checkbox"/> repaired | <input type="checkbox"/> remodelled | <input type="checkbox"/> upgraded | <input type="checkbox"/> programmed |
| <input type="checkbox"/> calculated | <input type="checkbox"/> engineered | <input type="checkbox"/> operated | <input type="checkbox"/> solved | <input type="checkbox"/> devised | <input type="checkbox"/> fabricated |

Professional and technical skills from your course of study—make a list of all your courses...what have you learned?



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