

ACTION WORDS BY CATEGORY from QuintCareers.com

Communication/

People Skills

Addressed	Explained	Publicized
Advertised	Expressed	Reconciled
Arranged	Furnished	Recruited
Articulated	Incorporated	Referred
Authored	Influenced	Reinforced
Clarified	Interacted	Reported
Collaborated	Interpreted	Resolved
Composed	Interviewed	Responded
Condensed	Involved	Solicited
Consulted	Joined	Specified
Contacted	Lectured	Spoke
Conveyed	Listened	Suggested
Convinced	Marketed	Summarized
Corresponded	Mediated	Synthesized
Defined	Moderated	Translated
Developed	Negotiated	Wrote
Directed	Observed	
Discussed	Outlined	
Drafted	Participated	
Edited	Persuaded	
Elicited	Presented	
Enlisted	Promoted	
	Proposed	

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Creative Skills

Acted	Invented
Adapted	Modeled
Began	Modified
Combined	Originated
Conceptualized	Performed
Composed	Photographed
Condensed	Planned
Created	Revised
Customized	Revitalized
Designed	Shaped
Developed	Solved
Directed	
Displayed	
Drew	
Entertained	
Established	
Fashioned	
Formulated	
Founded	
Illustrated	
Initiated	
Instituted	
Integrated	
Introduced	

*** Action words listed are in past tense, use appropriate tense on resume***
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Data/Financial Skills

Administered	Projected
Adjusted	Qualified
Allocated	Reconciled
Analyzed	Reduced
Appraised	Researched
Assessed	Retrieved
Audited	
Balanced	
Budgeted	
Calculated	
Computed	
Conserved	
Corrected	
Determined	
Developed	
Estimated	
Forecasted	
Managed	
Marketed	
Measured	
Netted	
Planned	
Prepared	
Programmed	

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Helping Skills

Adapted	Intervened
Advocated	Motivated
Aided	Prevented
Answered	Provided
Arranged	Referred
Assessed	Rehabilitated
Assisted	Represented
Clarified	Resolved
Coached	Simplified
Collaborated	Supplied
Contributed	Supported
Cooperated	Volunteered
Counseled	
Demonstrated	
Diagnosed	
Educated	
Encouraged	
Ensured	
Expedited	
Facilitated	
Familiarized	
Guided	
Helped	
Insured	

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Management/

Leadership Skills

Administered	Handled	Reviewed
Analyzed	Headed	Scheduled
Appointed	Hired	Secured
Approved	Hosted	Selected
Assigned	Improved	Supervised
Attained	Incorporated	
Authorized	Increased	
Chaired	Initiated	
Considered	Inspected	
Consolidated	Instituted	
Contracted	Led	
Converted	Managed	
Coordinated	Merged	
Decided	Motivated	
Delegated	Navigated	
Developed	Organized	
Directed	Originated	
Emphasized	Overhauled	
Enforced	Oversaw	
Enhanced	Planned	
Established	Prioritized	
Executed	Produced	
Generated	Recommended	

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Organizational Skills

Approved	Monitored
Arranged	Obtained
Catalogued	Operated
Categorized	Ordered
Charted	Organized
Classified	Prepared
Coded	Processed
Collected	Provided
Compiled	Purchased
Corrected	Recorded
Corresponded	Registered
Developed	Reserved
Distributed	Responded
Executed	Reviewed
Filed	Routed
Formulated	Scheduled
Reorganized	Screened
Restored	Submitted
Generated	Supplied
Incorporated	Standardized
Inspected	Systematized
Logged	Updated
Maintained	Validated
	Verified

ACTION WORDS BY CATEGORY from QuintCareers.com

Research Skills

Analyzed	Prepared
Clarified	Researched
Collected	Reviewed
Compared	Scored
Conducted	Searched
Critiqued	Solved
Detected	Summarized
Determined	Surveyed
Diagnosed	Systematized
Evaluated	Tested
Examined	
Experimented	
Explored	
Extracted	
Formulated	
Gathered	
Implemented	
Inspected	
Interviewed	
Invented	
Investigated	
Located	
Measured	
Organized	

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Teaching Skills

Adapted	Stimulated
Advised	Taught
Clarified	Tested
Coached	Trained
Communicated	Transmitted
Conducted	Tutored
Coordinated	
Critiqued	
Developed	
Encouraged	
Engaged	
Evaluated	
Explained	
Facilitated	
Focused	
Guided	
Individualized	
Informed	
Instilled	
Instructed	
Motivated	
Persuaded	
Simulated	

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Technical Skills

Adapted	Regulated
Applied	Remodeled
Assembled	Repaired
Built	Replaced
Calculated	Restored
Compiled	Solved
Computed	Specialized
Conserved	Standardized
Constructed	Studied
Converted	Upgraded
Debugged	Utilized
Designed	
Determined	
Developed	
Engineered	
Fabricated	
Fortified	
Installed	
Maintained	
Operated	
Overhauled	
Printed	
Programmed	
Rectified	

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