

## Powerful Action Verbs

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Use powerful action verbs when describing your accomplishments and job duties on your resume. Doing so will make your key strengths stand out! Be sure to vary the verbs.

### Clerical and Detail Skills

Amended	Dispatched	Logged	Registered
Arranged	Distributed	Monitored	Regulated
Catalogued	Executed	Operated	Screened
Classified	Followed	Ordered	Supplied
Corrected	Inspected	Processed	Validated

### Communication Skills

Addressed	Defined	Gathered	Publicized
Advertised	Described	Highlighted	Reconciled
Amended	Developed	Influenced	Reported
Authored	Drafted	Lectured	Requested
Collaborated	Elaborated	Mediated	Thanked

### Creative Skills

Acted	Eliminated	Integrated	Reversed
Composed	Enhanced	Invented	Revitalized
Conceptualized	Experimented	Modeled	Revolutionized
Created	Illustrated	Orchestrated	Staged
Designed	Incorporated	Published	Tailored

### Financial Skills

Achieved	Budgeted	Forecasted	Quantified
Administered	Doubled	Gained	Reduced
Allocated	Earned	Managed	Researched
Appraised	Exceeded	Planned	Restructured
Balanced	Financed	Quadrupled	Stretched

### Helping Skills

Aided	Counseled	Familiarized	Rehabilitated
Assessed	Cultivated	Fostered	Represented
Assisted	Diagnosed	Guided	Saved
Clarified	Educated	Mentored	Supplemented
Conserved	Ensured	Participated	Treated

**Management Skills**

Accelerated	Considered	Excelled	Pioneered
Achieved	Constructed	Expanded	Presided
Added	Contributed	Governed	Prioritized
Administered	Coordinated	Guarded	Recognized
Analyzed	Defused	Improved	Reorganized

**Research Skills**

Accessed	Diagnosed	Identified	Reviewed
Clarified	Evaluated	Interpreted	Studied
Collected	Examined	Interviewed	Submitted
Compared	Explored	Organized	Surveyed
Critiqued	Extrapolated	Probed	Traced

**Teaching Skills**

Acquainted	Coordinated	Explained	Stimulated
Adapted	Demystified	Facilitated	Stipulated
Advised	Developed	Guided	Substituted
Clarified	Enhanced	Inspired	Taught
Coached	Evaluated	Set goals	Trained

**Technical Skills**

Accelerated	Computed	Mobilized	Restored
Acquired	Detected	Operated	Routed
Advanced	Determined	Overhauled	Saved
Applied	Engineered	Programmed	Solved
Augmented	Launched	Refined	Terminated