Simmons UNIVERSITY | Powerful Action Verbs

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