

Skills and Related Action Verbs

The action verbs you use on your resume and in your professional correspondence will alter the meaning and the effect of the message you are trying to convey. Consider using action verbs such as these as you prepare resumes, letters, e-mails and voicemail scripts. The list below shows verbs that are related to various types of skills.

| Management/ Leadership Skills | Communication Skills | Research/ Technical Skills | Financial/ Accounting Skills | Customer Service/Team Skills | Operations/ Project Mgmt Skills | Training Skills | Creative Skills |
|-------------------------------------|-------------------------|-------------------------------|------------------------------------|------------------------------------|---------------------------------------|--------------------|--------------------|
| accomplish | address | analyze | acquire | accelerate | accelerate | adapt | act |
| administer | advocate | apply | assemble | adjust | accomplish | address | adapt |
| advise | analyze | assess | administer | advise | achieve | advise | amaze |
| advocate | arbitrate | attain | allocate | advocate | approve | advocate | anticipate |
| apply | argue | build | allot | aid | arrange | affect | arrange |
| appoint | arrange | calculate | analyze | assess | assemble | aid | assemble |
| approve | articulate | clarify | appraise | assist | assimilate | articulate | author |
| arbitrate | author | collect | augment | assure | assume | assess | broaden |
| assign | brief | compile | audit | attend | build | brief | build |
| assume | clarify | compute | balance | attract | catalogue | clarify | compose |
| assure | collaborate | conduct | budget | clarify | centralize | coach | conceptualize |
| attain | communicate | construct | calculate | coach | classify | communicate | concern |
| authorize | consult | define | close | collaborate | collect | condition | construct |
| build | contact | design | collect | communicate | combine | coordinate | create |
| chair | convince | detect | compute | compromise | compile | consult | customize |
| coach | correspond | develop | consolidate | confront | consult | critique | define |
| conduct | debate | devise | contract | consult | continue | define | design |
| consolidate | demonstrate | diagnose | control | contribute | coordinate | deliver | develop |
| consult | describe | discover | correct | convert | correct | demonstrate | devise |
| coordinate | develop | document | decrease | cooperate | decrease | demystify | direct |
| critique | direct | effect | determine | correspond | delegate | develop | draft |
| debate | dissuade | enable | develop | counsel | deliver | educate | energize |
| delegate | draft | engineer | discover | cultivate | develop | effect | enrich |
| designate | edit | evaluate | earn | demonstrate | diagnose | enable | establish |
| determine | enlist | examine | effect | develop | direct | encourage | fabricate |
| develop | explain | explain | enhance | diagnose | distribute | engage | fashion |
| direct | familiarize | explore | estimate | elaborate | eliminate | evaluate | find |
| enlist | formulate | extract | evaluate | empathize | enable | explain | illuminate |
| ensure | foster | find | finance | enable | ensure | facilitate | implement |
| evaluate | influence | formulate | forecast | encourage | establish | foster | improvise |
| execute | inform | gather | fulfill | enlist | expand | frame | initiate |
| formalize | interpret | generate | gain | ensure | expedite | guide | instigate |
| formalize | listen | identify | generate | expedite | enforce | haste | institute |
| found | market | improve | gross | facilitate | execute | heighten | integrate |
| hire | mediate | incorporate | increase | familiarize | implement | identify | introduce |
| implement | moderate | inspect | manage | foster | inspect | inform | invent |
| improve | motivate | install | market | guide | maintain | instruct | launch |
| increase | negotiate | interpret | minimize | help | manage | introduce | organize |
| initiate | perceive | interview | obtain | impact | monitor | illustrate | originate |
| inspire | persuade | investigate | plan | influence | operate | lecture | perform |
| lead | present | model | prevent | initiate | organize | model | pioneer |
| manage | promote | monitor | project | instill | plan | modify | plan |
| operate | publish | locate | quantify | involved | prepare | persuade | prepare |
| organize | publicize | observe | realize | mentor | process | present | produce |
| oversee | reconcile | overhaul | reconcile | moderate | purchase | plan | prompt |
| pioneer | recruit | program | record | motivate | reorganize | refine | publish |
| plan | renegotiate | remodel | reduce | nurture | retrieve | reinforce | refine |
| prioritize | report | repair | reevaluate | overcome | salvage | relate | renovate |
| produce | represent | research | regulate | persuade | schedule | review | reorganize |
| promote | respond | reveal | renegotiate | provide | screen | revise | revamp |
| recommend | sell | review | research | reflect | spearhead | shape | revitalize |
| recruit | simplify | search | restructure | refer | specify | simplify | revolutionize |
| represent | solicit | solve | revise | represent | standardize | stimulate | shape |
| solve | speak | survey | save | resolve | systematize | suggest | stage |
| spearhead | suggest | systematize | secure | sell | tabulate | summarize | start |
| sponsor | summarize | test | segment | serve | trade | teach | transform |