

Action Verbs

Action verbs can be used as phrase starters to describe relevant skills and accomplishments from your previous professional experiences. Starting each of your impact statements with an action verb ensures consistency in your style of writing and incorporates key words that coincide with the job posting and industry to which you are applying.

MANAGEMENT/LEADERSHIP SKILLS

advised	explained	mediated	referred
approved	governed	mentored	reorganized
authorized	guided	moderated	represented
chaired	headed	monitored	responded
consolidated	initiated	motivated	reviewed
counseled	influenced	negotiated	sponsored
delegated	inspired	originated	streamlined
determined	installed	oversaw	strengthened
developed	instituted	pioneered	supervised
diagnosed	instructed	presided	taught
directed	integrated	prioritized	trained
disseminated	launched	processed	validated
enforced	lectured	promoted	
ensured	listened	recommended	
examined	managed	redirected	

COMMUNICATION SKILLS

acted	designed	lectured	reported
addressed	developed	modernized	revitalized
arranged	directed	performed	scheduled
assessed	edited	planned	screened
authored	enabled	presented	shaped
briefed	facilitated	produced	stimulated
built	fashioned	projected	summarized
clarified	formulated	proofread	taught
composed	influenced	publicized	trained
conducted	initiated	published	translated
constructed	interpreted	realized	wrote
corresponded	interviewed	reconciled	
created	introduced	recruited	
critiqued	invented	rectified	
demonstrated	launched	remodeled	

ADMINISTRATIVE/ORGANIZATIONAL SKILLS

adhered	coordinated	hired	prepared
administered	defined	identified	prescribed
allocated	determined	implemented	processed
applied	dispensed	improved	provided
appropriated	distributed	installed	recorded
assisted	documented	instituted	repaired
assured	drafted	justified	reshaped
attained	enacted	liaised	resolved
awarded	enlarged	maintained	scheduled
balanced	evaluated	managed	screened
budgeted	examined	operated	secured
built	executed	ordered	solved
chartered	followed up	organized	started
completed	formalized	packaged	
contributed	formulated	planned	

RESEARCH SKILLS

administered	concentrated	extracted	organized
amplified	constructed	focused	pinpointed
analyzed	consulted	forecast	planned
applied	critiqued	found	prepared
articulated	detected	generated	processed
assessed	determined	grouped	proofread
audited	discovered	identified	researched
augmented	documented	integrated	reviewed
balanced	drafted	interpreted	screened
calculated	edited	interviewed	summarized
chartered	evaluated	invented	surveyed
collected	examined	investigated	systematized
compared	exhibited	located	
compiled	experimented	measured	
composed	explored	obtained	

TECHNICAL SKILLS

analyzed	edited	instituted	programmed
broadened	educated	integrated	published
charted	eliminated	interfaced	reconstructed
classified	excelled	launched	reduced
communicated	expanded	lectured	researched
compiled	expedited	maintained	restored
computed	fabricated	marketed	revamped
conceived	facilitated	mastered	streamlined
conducted	forecast	modified	supplemented
coordinated	formed	molded	surveyed
designed	generated	operated	systematized
detected	improved	packaged	trained
developed	increased	pioneered	upgraded
devised	inspected	prepared	wrote
drafted	installed	processed	

FINANCIAL SKILLS

adjusted	dispensed	maintained	shopped
administered	disbursed	managed	secured
allocated	distributed	marketed	sold
analyzed	doubled	merchandised	solicited
appraised	downsized	planned	sourced
audited	eliminated	projected	specified
balanced	economized	purchased	supplemented
bought	exceeded	quadrupled	systematized
budgeted	financed	reconciled	tested
calculated	forecasted	reduced	tripled
computed	funded	reported	underwrote
conciliated	gained	researched	upgraded
cut	generated	reshaped	
decreased	increased	retailed	
developed	invested	saved	

TEACHING/TRAINING SKILLS

designed	enlarged	influenced	originated
developed	expanded	informed	persuaded
directed	facilitated	initiated	presented
dispensed	formed	innovated	responded
distributed	formulated	installed	revolutionized
educated	generated	instituted	set goals
effected	grouped	instructed	stimulated
empowered	guided	integrated	summarized
enabled	harmonized	lectured	trained
enacted	implemented	listened	

CREATIVE SKILLS

acted	designed	founded	originated
adapted	developed	illustrated	performed
began	directed	initiated	photographed
combined	displayed	instituted	planned
composed	drew	integrated	revised
conceptualized	entertained	introduced	revitalized
condensed	established	invented	shaped
created	fashioned	modeled	solved
customized	formulated	modified	