



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 | constructed | facilitated | lectured |
| addressed | corresponded | fashioned | modernized |
| arranged | created | formulated | performed |
| assessed | critiqued | influenced | planned |
| authored | demonstrated | initiated | presented |
| briefed | designed | interpreted | produced |
| built | developed | interviewed | projected |
| clarified | directed | introduced | proofread |
| composed | edited | invented | publicized |
| conducted | enabled | launched | published |

| | | | |
|------------|-------------|------------|------------|
| realized | remodeled | screened | taught |
| reconciled | reported | shaped | trained |
| recruited | revitalized | stimulated | translated |
| rectified | scheduled | summarized | wrote |

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 | chartered | determined | extracted |
| amplified | collected | discovered | focused |
| analyzed | compared | documented | forecast |
| applied | compiled | drafted | found |
| articulated | composed | edited | generated |
| assessed | concentrated | evaluated | grouped |
| audited | constructed | examined | identified |
| augmented | consulted | exhibited | integrated |
| balanced | critiqued | experimented | interpreted |
| calculated | detected | explored | interviewed |

invented
investigated
located
measured
obtained

organized
pinpointed
planned
prepared
processed

proofread
researched
reviewed
screened
summarized

surveyed
systematized

TECHNICAL SKILLS

analyzed
broadened
charted
classified
communicated
compiled
computed
conceived
conducted
coordinated
designed
detected
developed
devised
drafted

edited
educated
eliminated
excelled
expanded
expedited
fabricated
facilitated
forecast
formed
generated
improved
increased
inspected
installed

instituted
integrated
interfaced
launched
lectured
maintained
marketed
mastered
modified
molded
operated
packaged
pioneered
prepared
processed

programmed
published
reconstructed
reduced
researched
restored
revamped
streamlined
supplemented
surveyed
systematized
trained
upgraded
wrote

FINANCIAL SKILLS

adjusted
administered
allocated
analyzed
appraised
audited
balanced
bought
budgeted
calculated

computed
conciliated
cut
decreased
developed
dispensed
disbursed
distributed
doubled
downsized

eliminated
economized
exceeded
financed
forecasted
funded
gained
generated
increased
invested

maintained
managed
marketed
merchandised
planned
projected
purchased
quadrupled
reconciled
reduced

reported
researched
reshaped
retailed
saved

shopped
secured
sold
solicited
sourced

specified
supplemented
systematized
tested
tripled

underwrote
upgraded

TEACHING/TRAINING SKILLS

designed
developed
directed
dispensed
distributed
educated
effected
empowered
enabled
enacted

enlarged
expanded
facilitated
formed
formulated
generated
grouped
guided
harmonized
implemented

influenced
informed
initiated
innovated
installed
instituted
instructed
integrated
lectured
listened

originated
persuaded
presented
responded
revolutionized
set goals
stimulated
summarized
trained

CREATIVE SKILLS

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized

designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated

founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified

originated
performed
photographed
planned
revised
revitalized
shaped
solved