



# Resume Verb List

Approved  
Arranged  
Cataloged  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Systematized

## Research

Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized

## Communication Management

Addressed  
Arbitrated  
Arranged  
Authored  
Corresponded  
Developed  
Discussed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Motivated  
Negotiated  
Persuaded  
Promoted  
Publicized  
Spoke  
Translated  
Wrote  
Clarified

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Contracted  
Consolidated  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Improved  
Increased  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

## Creative

Acted  
Conceptualized  
Created  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized  
Shaped

## Technical

Assembled  
Built  
Calculated  
Computed  
Designed  
Engineered  
Fabricated  
Maintained  
Operated  
Overhauled  
Programmed  
Remodeled  
Repaired  
Solved  
Trained  
Upgraded

## Teaching

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Developed  
Encouraged  
Evaluated  
Facilitated  
Guided  
Informed  
Initiated  
Instructed  
Persuaded  
Stimulated

## Financial

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Forecast  
Managed  
Marketed  
Planned  
Projected  
Researched