



FLORIDA ATLANTIC UNIVERSITY

Career Center

Division of Student Affairs

# Action Verbs

Use these verbs to showcase your skills and help your resume stand out with strong and confident language

## People Skills

Arranged  
Articulated  
Clarified  
Collaborated  
Composed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Debated  
Defined  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Enlisted  
Explained  
Expressed  
Formulated  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Recruited

## Creative Skills

Acted  
Adapted  
Began  
Combined  
Composed  
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

## Data Skills

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Netted  
Planned  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved

## Helping Skills

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counselled  
Demonstrated  
Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported  
Volunteered

## Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Decided  
Delegated  
Directed  
Eliminated  
Emphasized  
Enforced  
Established  
Executed  
Generated  
Handled  
Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Led  
Managed  
Merged  
Motivated  
Navigated  
Oversaw  
Prioritized  
Presided  
Prioritized  
Produced  
Reorganized

## Organization Skills

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Distributed  
Executed  
Filed  
Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Ordered  
Prepared  
Processed  
Provided  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Routed  
Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Updated  
Validated  
Verified

# Action Verbs

## Research Skills

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Inspected  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Searched  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

## Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

## Technical Skills

Adapted  
Applied  
Assembled  
Built  
Calculated  
Computed  
Conserved  
Constructed  
Converted  
Debugged  
Designed  
Determined  
Developed  
Engineered  
Fabricated  
Fortified  
Installed  
Maintained  
Operated  
Overhauled  
Printed  
Programmed  
Rectified  
Regulated  
Remodelled  
Repaired  
Replaced  
Restored  
Solved  
Specialized  
Standardized  
Studied  
Upgraded  
Utilized

## Achievements

Attained  
Completed  
Demonstrated  
Exceeded  
Finished  
Outperformed  
Overcame  
Reached  
Showcased  
Soared  
Succeeded  
Surpassed  
Targeted

## Changed/Improved

Centralized  
Converted  
Digitized  
Integrated  
Merged  
Modernized  
Modified  
Redesigned  
Refined  
Refocused  
Rehabilitated  
Remodelled  
Reorganized  
Replaced  
Restructured  
Revamped  
Revitalized  
Simplified  
Standardized  
Transformed  
Upgraded