

RESUME ACTION VERBS

RESEARCH AND ANALYSIS

Analyzed	Inspected
Charted	Interpreted
Collected	Interviewed
Compared	Investigated
Conducted	Monitored
Demonstrated	Observed
Determined	Proved
Dissected	Researched
Evaluated	Reviewed
Examined	Studied
Explored	Surveyed
Gathered	Synthesized
Identified	Translated

COLLABORATION AND COMMUNICATION

Authored	Mediated
Collaborated	Moderated
Communicated	Negotiated
Composed	Outlined
Consulted	Participated
Cooperated	Partnered
Corresponded	Proved
Drafted	Reported
Discussed	Responded
Edited	Synthesized
Facilitated	Tailored
Interacted	Wrote
Liaised	

HELPING

Aided	Expedited
Advised	Facilitated
Advocated	Guided
Answered	Helped
Assessed	Mentored
Assisted	Provided
Coached	Recommended
Collaborated	Represented
Contributed	Supported
Counseled	Volunteered

TEACHING AND TRAINING

Advised	Facilitated
Communicated	Fostered
Coordinated	Guided
Critiqued	Informed
Developed	Instructed
Educated	Taught
Evaluated	Trained
Explained	

RESUME ACTION VERBS

CREATIVITY AND INNOVATION

Conceived	Invented
Created	Modified
Customized	Originated
Designed	Performed
Developed	Pioneered
Directed	Proposed
Drafted	Revamped
Established	Revised
Formulated	Rewrote
Improvised	Shaped
Initiated	

MANAGEMENT AND LEADERSHIP

Achieved	Increased	Spearheaded
Assigned	Initiated	Sponsored
Consolidated	Instituted	Streamlined
Coordinated	Launched	Strengthened
Delegated	Led	Structured
Delivered	Managed	Supervised
Directed	Modified	Transformed
Drove	Navigated	
Established	Optimized	
Expanded	Organized	
Focused	Oversaw	
Grew	Planned	
Headed	Reduced	
Improved	Revamped	
Implemented	Shaped	