

# Resume Power Words and Action Verbs That Describe Your Skills

These are action verbs and personality traits that are organized by skill categories.  
Use the appropriate words when describing your job duties and skills on a resume.

## **BASIC SKILLS**

Math:	Added	Balanced	Billed	Calculated
	Cashed	Compared	Compounded	Computed
	Counted	Divided	Figured	Reconciled
	Subtracted	Tabulated		
Reading:	Edited	Proofread	Reviewed	Scanned
Speaking:	Addressed	Arbitrated	Convinced	Debated
	Directed	Enlisted	Influenced	Interpreted
	Lectured	Moderated	Negotiated	Participated
	Persuaded	Presented	Presided	Promoted
	Publicized	Recruited	Represented	Spoke
Writing:	Arranged	Authored	Corresponded	Developed
	Drafted	Edited	Formulated	Published
	Translated	Wrote	Created	

## **THINKING SKILLS**

Career Planning:	Assessed	Focused	Planned	
Clerical & Research:	Arranged	Automated	Budgeted	Calculated
	Cataloged	Classified	Collected	Compared
	Compiled	Completed	Computed	Critiqued
	Decreased	Diagnosed	Dispatched	Distributed
	Evaluated	Examined	Executed	Generated
	Identified	Implemented	Inspected	Interpreted
	Interviewed	Investigated	Monitored	Operated
	Organized	Prepared	Processed	Purchased
	Recorded	Retrieved	Reviewed	Scheduled
	Screened	Summarized	Surveyed	Systemized
	Tabulated	Typed	Validated	Verified
Creative Thinking:	Authored	Conceived	Composed	Created
	Designed	Developed	Devised	Directed
	Enhanced	Established	Formulated	Illustrated
	Improved	Initiated	Introduced	Improvised
	Invented	Launched	Marketed	Originated
	Piloted	Planned	Prepared	Produced
	Proposed	Set Up	Structured	Wrote
	Resourced			
Decision- Making:	Concluded	Recommended	Evaluated	Determined



Financial Management:	Allocated Balanced Managed	Analyzed Budgeted Marketed	Appraised Calculated Planned	Audited Forecast Projected
Human Resources:	Advised Persuaded Diagnosed Handled Monitored Represented	Assessed Collaborated Educated Hired Motivated Sponsored	Clarified Consulted Grouped Integrated Negotiated Strengthened	Coached Counseled Guided Mediated Recruited Trained
Know How To Learn:	Interpreted Recalled	Understand Studied	Analyzed	Applied
Leadership And Management:	Administered Consolidated Delegated Enacted Expanded Improved Instituted Maintained Organized Prioritized Reduced Scheduled Supervised	Analyzed Contracted Developed Established Guided Incorporated Investigated Managed Oversaw Produced Repositioned Revised	Authorized Controlled Directed Exceeded Headed Increased Launched Mediated Performed Proposed Retained Sorted	Chaired Coordinated Evaluated Executed Implemented Initiated Led Negotiated Planned Recommended Reviewed Strengthened
Problem Solving:	Analyzed Discovered Identified Reduced	Assessed Diverted Implemented Risky	Corrected Examined Investigated	Diagnosed Fixed Rectified
Reasoning:	Concluded Judged	Connected Proved	Deduced Summarized	Determined
Teaching:	Advised Encouraged Influenced Lectured	Clarified Evaluated Informed Persuaded	Coached Explained Instructed Stimulated	Communicate Guided Interpreted Trained
Technical Skills:	Assembled Constructed Drafted Fitted Located Packaged Reconstructed Serviced	Built Designed Engineered Fixed Logged Packed Remodeled Stored	Coded Dispatched Fed Manufactured Operated Programmed Repaired Transported	Computed Displayed Filed Measured Overhauled Rebuilt Routed Upgraded

Visualization:	Anticipated Projected	Predicted Planned	Envisioned	Imagined
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**PERSONAL QUALITIES**

Academic Achievement:	Accomplished Performed	Achieved	Completed	Improved
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Global Perspective:	Adaptable Patient	Flexible Sensitive	Multi-lingual Tolerant	Open
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Integrity:	Defended	Protected	Preserved
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Honesty:	Admitted	Credited
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Professionalism:	Committed Punctual	Dependable Reliable	Loyal	Presentable
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Responsibility:	Earned Hired	Fired Ran	Financed Took charge	Handled
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Role Model/ Mentor:	Emulate	Learn
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Self- Management:	Managed Planned	Organized Prioritized	Overcame	Performed
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Sociability:	Aided Encouraged	Assisted Helped	Attended Volunteered	Counseled
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Special Distinctions:	Awarded Won	Earned	Honored	Recognized
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