

ACTION VERBS

Personal Traits/Characteristics (to use in cover letters or resume summary)

- | | | | |
|----------------------|----------------------|------------------------|----------------------------|
| • Able | • Dedicated | • Motivated | • Reliable |
| • Achiever | • Dependable | • Multi-skilled | • Resourceful |
| • Active | • Determined | • Optimistic | • Risk taker |
| • Adaptable | • Diplomatic | • Organized | • Self-reliant |
| • Alert | • Disciplined | • Original | • Self-starter |
| • Ambitious | • Dynamic | • Perceptive | • Sincere |
| • Analytical | • Economical | • Personable | • Skilled |
| • Assertive | • Effective | • Pleasant | • Sophisticated |
| • Attentive | • Efficient | • Poised | • Successful |
| • Broad-minded | • Endurance | • Positive | • Systematic |
| • Capable | • Energetic | • Practical | • Tactful |
| • Challenge-oriented | • Enterprising | • Problem-solver | • Talented |
| • Client-focused | • Enthusiastic | • Productive | • Team |
| • Competent | • Far-sighted | • Proficient | • Trustworthy |
| • Conscientious | • Fast | • Progressive | • Willing with Work Others |
| • Constructive | • Imaginative | • Punctual | |
| • Cooperative | • Independent | • Reactive | |
| • Courageous | • Innovative learner | • Realistic | |
| • Curious | • Logical | • Relationship-builder | |

Action Verbs (to use in accomplishment statements)

Communication/People Skills

- | | | | |
|----------------|----------------|----------------|---------------|
| • Addressed | • Debated | • Interviewed | • Publicized |
| • Advertised | • Defined | • Involved | • Reconciled |
| • Arbitrated | • Developed | • Joined | • Recruited |
| • Arranged | • Directed | • Judged | • Referred |
| • Articulated | • Discussed | • Lectured | • Reinforced |
| • Authored | • Drafted | • Listened | • Reported |
| • Clarified | • Edited | • Marketed | • Resolved |
| • Collaborated | • Elicited | • Mediated | • Responded |
| • Communicated | • Enlisted | • Moderated | • Solicited |
| • Composed | • Explained | • Negotiated | • Specified |
| • Condensed | • Expressed | • Observed | • Spoke |
| • Conferred | • Formulated | • Outlined | • Suggested |
| • Consulted | • Furnished | • Participated | • Summarized |
| • Contacted | • Incorporated | • Persuaded | • Synthesized |
| • Conveyed | • Influenced | • Presented | • Translated |
| • Convinced | • Interacted | • Promoted | • Wrote |
| • Corresponded | • Interpreted | • Proposed | |

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

Data/Financial Skills

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

Helping Skills

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

Management / Leadership Skills

- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Delegated
- Developed
- Directed
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Executed
- Generated
- Handled
- Headed
- Hired
- Hosted
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Merged
- Motivated
- Navigated
- Organized
- Originated
- Overhauled
- Oversaw
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Restored
- Reviewed
- Scheduled
- Secured
- Selected
- Streamlined
- Strengthened
- Supervised
- Terminated

Organizational Skills

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

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 / Training 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
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized