## **Action Words for Résumés**

The following words may help with organizing and writing your resume action verb phrases. Think about your duties, responsibilities, and accomplishments as you read through these lists. Use present tense verbs for current positions or activities and past tense verbs for those which are completed.

Management Skills	<u>Communication Skills</u>	Organizational Skills
administer	address	approve
analyze	arbitrate	arrange
assign	arrange	catalogue
attain	author	classify
chair	correspond	collect
contract	develop	compile
consolidate	direct	dispatch
coordinate	draft	execute
delegate	edit	generate
develop	enlist	implement
direct	formulate	inspect
evaluate	influence	monitor
execute	interpret	operate
improve	lecture	organize
increase	mediate	prepare
organize	moderate	process
oversee	motivate	purchase
plan	negotiate	record
prioritize	persuade	retrieve
, produce	promote	screen
recommend	publicize	specify
review	reconcile	systematize
schedule	recruit	tabulate
strengthen	speak	validate
supervise	translate	
	write	
Research Skills	Technical Skills	Teaching Skills
clarify	assemble	adapt
collect	build	advise
critique	calculate	clarify
diagnose	compute	coach
evaluate	design	communicate
examine	devise	coordinate
extract	engineer	develop
identify	fabricate	enable
inspect	maintain	encourage
interpret	operate	evaluate
interview	overhaul	explain
invest	program	facilitate
organize	remodel	guide
	repair	inform
review		
review summarize	solve	initiate

## **Financial Skills**

administer allocate analyze appraise audit balance budget calculate compute develop forecast manage market plan project research

**Creative Skills** act conceptualize create design develop direct establish fashion found illustrate institute integrate introduce invent originate perform plan revitalize shape

Helping Skills assess assist clarify coach counsel demonstrate

diagnose

educate

expedite

facilitate

refer

familiarize guide

rehabilitate

represent

## Additional Resume Categories

To add relevant information to your resume that focuses on special knowledge or skills, consider the following resume headings:

Professional Affiliations Internship Experiences Accomplishments Scholarships Publications Volunteer Activities Technical Skills Honors Leadership Activities Languages Presentations

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