

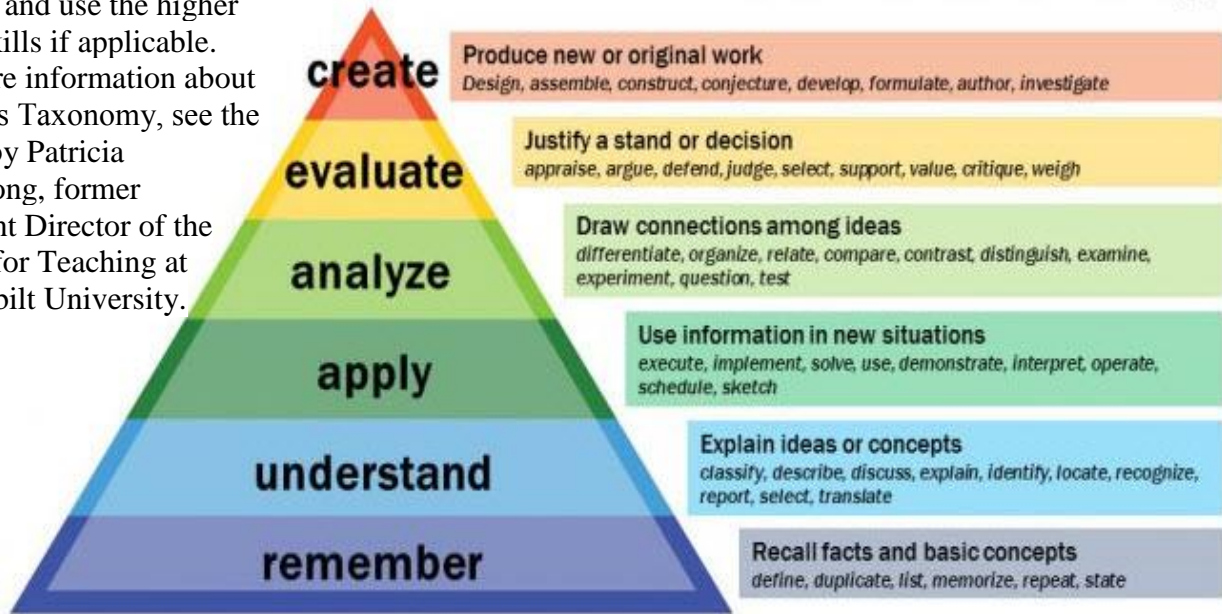
ACTION WORDS FOR RESUMES

The word list is categorized into various skill areas

- Action verbs give your resume power and direction
- They present a clear/concise message about your skills to the employer
- Use present tense for current jobs and past tense for previous jobs; be consistent

Bloom's Taxonomy

Review and use the higher order skills if applicable. For more information about Bloom's Taxonomy, see the article by Patricia Armstrong, former Assistant Director of the Center for Teaching at Vanderbilt University.



<https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/>

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Dept. Records
Detailed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched
Solved

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Upgraded

Manual Skills

Assembled
Bent
Bound
Controlled
Cut
Drilled
Fed
Ground
Handled
Lifted
Moved
Operated
Pulled
Set-up
Shipped
Tended

Helping Skills

Adjusted
Assessed
Assisted
Attended
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Expedited
Facilitated
Familiarized
Guided
Led
Motivated
Referred
Related
Represented
Serviced

Management Skills

Administered
 Analyzed
 Assigned
 Chaired
 Consolidated
 Contracted
 Controlled
 Coordinated
 Delegated
 Developed
 Directed
 Evaluated
 Executed
 Hired
Improved
Increased
 Organized
 Oversaw
 Prioritized
 Produced
 Reviewed
 Scheduled
 Strengthened
 Supervised

Research Skills

Clarified
 Collected
 Critiqued
 Decided
 Diagnosed
 Evaluated
 Examined
 Extracted
 Extrapolated
 Gathered
 Identified
 Inspected
 Interpreted
 Interviewed
 Investigated
 Organized
 Reviewed
 Summarized
 Surveyed
 Synthesized
 Systematized
 Wrote

Communication Skills

Addressed
 Arbitrated
 Arranged
 Authored
 Collaborated
 Convinced
 Corresponded
 Created
 Developed
 Directed
 Drafted
 Edited
 Enlisted
 Formulated
 Helped
 Influenced
 Interpreted
 Lectured
 Led
 Mediated
 Moderated
 Motivated
 Negotiated
 Obtained
 Persuaded
 Promoted
 Publicized
 Read
 Reasoned
 Reconciled
 Recruited
 Sold
 Spoke

Creative Skills

Acted
 Conceptualized
Customized
 Designed
 Developed
 Established
 Fashioned
Founded
 Generated
 Illustrated
 Imagined
Initiated
 Instituted
 Integrated
Invented
Originated
 Perceived
 Performed
 Planned
 Played
Revitalized
 Shaped
 Visualized

Teaching Skills

Adapted
 Advised
 Briefed
 Clarified
 Coached
 Communicated
 Coordinated
 Decided
 Developed
 Enabled
 Encouraged
 Enlightened
 Evaluated
 Explained
 Facilitated
 Guided
 Influenced
 Informed
 Initiated
 Instructed
 Invented
 Persuaded
 Stimulated

Clerical/Detail Skills

Approved
 Arranged
 Catalogued
 Classified
 Collected
 Compared
 Compiled
 Copied
 Dispatched
 Enforced
 Executed
 Generated
 Implemented
 Inspected
 Judged
 Met deadlines
 Monitored
 Operated
 Organized
 Prepared
 Processed
 Purchased
 Recorded
 Responded
 Retained
 Retrieved
 Screened
 Specified
 Systematized
 Tabulated
 Validated

More Verbs for**Accomplishments**

Achieved
Expanded
Improved
Pioneered
Reduced (losses)
Resolved (problems)
Restored
Spearheaded
Transformed

The underlined words are especially good for pointing out accomplishments.