

ACTION VERBS + ADVERBS FOR YOUR RESUME

LPDBUS602 – FALL 2019 COHORT (SPRING 2020)

MANAGEMENT LEADERSHIP SKILLS	contacted	identified	instructed	mentored	calculated
	convinced	interpreted	motivated	provided	computed
	corresponded	interviewed	set goals	referred	developed
administered	defined	invented	stimulated	rehabilitated	estimated
assigned	directed	investigated	taught	resolved	forecasted
attained	drafted	located	trained	simplified	managed
chaired	edited	measured	transmitted	supplied	marketed
consolidated	elicited	organized	tutored	supported	planned
contracted	explained	researched		volunteered	projected
coordinated	expressed	reviewed	CREATIVE SKILLS	ORGANIZATIONAL SKILLS	reconciled
delegated	formulated	solved	acted		reduced
developed	influenced	summarized	composed	approved	researched
directed	interpreted	surveyed	conceptualized	arranged	MORE VERBS
eliminated	interviewed	systematized	created	catalogued	
enhanced	judged	tested	designed	categorized	achieved
enforced	lectured	TECHNICAL SKILLS	directed	charted	completed
established	marketed		displayed	classified	contributed
evaluated	mediated	applied	drew	coded	effected
executed	moderated	assembled	entertained	collected	electrified
generated	negotiated	built	fashioned	compiled	expanded
headed	observed	calculated	formulated	corresponded	improved
hired	participated	conserved	founded	distributed	navigated
improved	persuaded	constructed	illustrated	filed	negotiated
incorporated	presented	designed	introduced	generated	pioneered
increased	promoted	determined	invented	implemented	perfected
inspected	publicized	developed	modeled	inspected	promoted
instituted	reconciled	installed	originated	maintained	quoted
managed	recruited	maintained	performed	monitored	reduced
motivated	referred	operated	photographed	operated	resolved
organized	reported	programmed	planned	organized	sparked
oversaw	resolved	resolved	revised	prepared	spearheaded
planned	responded	specialized	shaped	proceed	spoke
presided	spoke	upgraded	HELPING SKILLS	provided	succeeded
prioritized	suggested	TEACHING SKILLS		recorded	supervised
produced	synthesized		advocated	reviewed	surpassed
recommended	translated	adapted	aided	scheduled	transferred
reorganized	wrote	advised	answered	sorted	unified
reviewed	RESEARCH SKILLS	arranged	assisted	submitted	
scheduled		communicated	cared for	standardized	ADVERBS
strengthened	analyzed	conducted	counseled	systemized	accurately
supervised	clarified	coordinated	diagnosed	updated	attentively
COMMUNICATION SKILLS	collected	critiqued	educated	validated	creatively
	compared	developed	encouraged	verified	efficiently
addressed	conducted	enabled	facilitated	FINANCIAL SKILLS	intelligently
advertised	determined	evaluated	familiarized		inventively
arranged	evaluated	explained	furthered	analyzed	quickly
collaborated	examined	facilitated	helped	appraised	responsibility
communicated	extracted	guided	influenced	audited	successfully
composed	formulated	individualized	insured	balanced	uniquely
condensed	gathered			budgeted	effectively