

## 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



### 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

**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**

The underlined words are especially good for pointing out accomplishments.