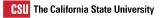


Action Verbs for your résumé





Administrative Skills	Approved Arranged Catalogued Classified Collected	Compiled Dispatched Executed Generated Implemented	Inspected Monitored Operated Organized Prepared	Processed Purchased Recorded Retrieved Screened	Specified Systematized Tabulated Validated
Communication Skills	Addressed	Convinced	Educated	Mediated	Publicized
	Arbitrated	Corresponded	Enlisted	Moderated	Reconciled
	Arranged	Developed	Formulated	Motivated	Recruited
	Authored	Directed	Informed	Negotiated	Taught
	Collaborated	Drafted	Influenced	Persuaded	Translated
	Communicated	Edited	Interpreted	Promoted	Wrote
Creative Skills	Acted Conceptualized Created Coordinated Customized	Designed Developed Directed Established Fashioned	Founded Illustrated Initiated Inspired Instituted	Integrated Introduced Invented Originated Performed	Planned Revitalized Shaped
Demonstrating	Achieved	Founded	Pioneered	Resolved	Spearheaded
Accomplishments	Expanded	Improved	Reduced	Restored	Transformed
Financial Skills	Administered	Appraised	Budgeted	Developed	Planned
	Allocated	Audited	Calculated	Forecasted	Projected
	Analyzed	Balanced	Computed	Marketed	Researched
Helping Skills	Assessed	Coached	Diagnosed	Facilitated	Referred
	Assisted	Counseled	Educated	Familiarized	Rehabilitated
	Clarified	Demonstrated	Expedited	Guided	Represented
Management Skills	Administered Analyzed Assigned Attained Chaired Consolidated	Contracted Coordinated Delegated Developed Directed Evaluated	Executed Improved Increased Managed Monitored Organized	Oversaw Planned Prioritized Produced Recommended Reviewed	Scheduled Strengthened Supervised
Research Skills	Analyzed Assessed Clarified Collected	Critiqued Diagnosed Evaluated Examined	Extracted Identified Inspected Interpreted	Interviewed Investigated Organized Reviewed	Summarized Surveyed Systematized
Teaching Skills	Adapted	Communicated	Enabled	Facilitated	Instructed
	Advised	Coordinated	Encouraged	Guided	Motivated
	Clarified	Developed	Evaluated	Informed	Persuaded
	Coached	Educated	Explained	Inspired	Trained
Technical Skills	Assembled	Designed	Experimented	Overhauled	Solved
	Built	Developed	Fabricated	Programmed	Tested
	Calculated	Devised	Maintained	Remodeled	Trained
	Computed	Engineered	Operated	Repaired	Upgraded