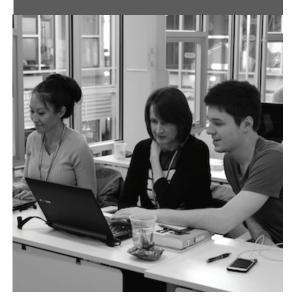
# **Resume Action Verbs Cheat Sheet**

Spruce up your resume with this action verb cheat sheet! For more tips check out Level's great example of a simple but also effective resume at: www.northeastern.edu/

levelblog/2016/05/10/anatomy-data-analyst-resume/

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Northeastern University



#### **Managment Skills**

Oversaw Administered Analyzed Planned Prioritized Assigned Produced Chaired Consolidated Recommended Contracted Reorganized Coordinated Reviewed Scheduled Delegated Developed Supervised Directed Evaluated Executed Organized

#### **Creative Skills**

Acted Planned Created Proved Customized Revised Designed Revitalized Set up Developed Directed Shaped Streamlined Established Fashioned Structured Illustrated Tabulated Validated Instituted Integrated Performed Conceptualized

Addressed Interpreted Arbitrated Lectured Arranged Mediated Moderated Authored Co-authored Negotiated Collaborated Persuaded Corresponded Promoted Developed Proposed Directed Publicized Reconciled Drafted Enlisted Recruited Formulated Influenced

**Communication Skills** 

#### **Clerical/Detail Skills**

Approved Operated Arranged Ordered Catalogued Organized Classified Prepared Collected Processed Compiled Purchased Dispatched Recorded Executed Retrieved Filed Screened Generated Specified Implemented Systematized Inspected Monitored

### **Teaching Skills**

Informed Adapted Advised Instructed Clarified Lectured Coached Persuaded Conducted Set goals Coordinated Stimulated Developed Taught Trained Enabled Encouraged Communicated Evaluated Explained Facilitated Guided

#### **Accomplishment Verbs**

#### **Technical Skills**

Accelerated	Improved	Assembled
Achieved	Increased	Built
Attained	Initiated	Calculated
Completed	Innovated	Computed
Conceived	Introduced	Designed
Convinced	Invented	Devised
Discovered	Launched	Engineered
Doubled	Mastered	Fabricated
Effected	Originated	Maintained
Eliminated	Overcame	Operated
Expanded	Overhauled	Pinpointed
Expedited	Pioneered	Programmed
Founded	Reduced	Remodeled

From To Boldly Go: Practical Career Advice for Scientists, by Peter S. Fiske

## **Research Skills**

Clarified

Critiqued

Diagnosed

Evaluated

**Examined** 

Extracted

Identified

Inspected

nvestigated

Summarized

Systemized

Reviewed

Inspired