



## **FAQS (Frequently Asked Questions) ABOUT ENHANCING YOUR RESUME WITH ACTION VERBS**

### **How Do I Get Started?**

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice which is in an easy, straightforward and economical manner. Begin each descriptive section with an Action Verb. The following is a sample list, create your own that reflects your discipline and skills.

### **Management Skills**

administered	analyzed	assigned
attained	chaired	contracted
consolidated	coordinated	delegated
developed	directed	evaluated
executed	improved	increased
organized	planned	prioritized
produced	recommended	reviewed
scheduled	strengthened	supervised

### **Research Skills**

clarified	collected	critiqued
diagnosed	evaluated	examined
extracted	identified	inspected
interpreted	interviewed	investigated
organized	review	summarized
surveyed	systematized	

### **Technical Skills**

assembled	built	calculated
computed	designed	devised
engineered	fabricated	maintained
operated	overhauled	programmed
remodeled	repaired	solved
trained	upgraded	

### **Teaching Skills**

adapted	advised	clarified
coached	communicated	coordinated
developed	enabled	encouraged
evaluated	explained	facilitated
guided	informed	initiated
instructed	persuaded	set goals
stimulated		

### **Financial Skills**

administered	allocated	analyzed
appraised	audited	balanced
budgeted	calculated	computed
developed	forecast	managed
marketed	planned	projected
researched		

### **Creative Skills**

acted	conceptualized	created
designed	developed	directed
established	fashioned	founded
illustrated	instituted	integrated
introduced	invented	originated
performed	planned	published
revitalized	shaped	

### **Helping Skills**

assisted	assessed	clarified
coached	counseled	demonstrated
diagnosed	educated	expedited
facilitated	familiarized	guided
referred	rehabilitated	represented
serviced	supported	tended
tutored		