

Sample Action Verbs by Functional Skill Area

When writing your vita, it's important to be clear, concise, and consistent. Don't write in a narrative form, or use first person singular pronouns. Use definite articles selectively. Use short sentences, phrases, and action words. The following are action verbs that might be useful.

Communication

addressed	developed	interviewed	publicized
arbitrated	directed	lectured	published
arranged	documented	marketed	reconciled
authored	drafted	mediated	recruited
briefed	edited	moderated	reported
communicated	enlisted	motivated	spoke
composed	formulated	negotiated	summarized
contacted	influenced	persuaded	translated
convinced	informed	presented	wrote
described	interpreted	promoted	

Creativity

acted	designed	illustrated	originated
composed	developed	improvised	performed
conceived	directed	instituted	shaped
conceptualized	established	integrated	upgraded
conducted	fashioned	introduced	
created	founded	invented	

Detail-Oriented

analyzed	compiled	met deadlines	recorded
classified	documented	prepared	retrieved
collated	enforced	prioritized	systemized
compared	followed through	processed	tabulated

Financial

accounted for	audited	developed	planned
adjusted	balanced	financed	procured
administered	budgeted	forecasted	projected
allocated	calculated	managed	purchased
analyzed	computed	marketed	reconciled
appraised	controlled	monitored	researched

Managerial

administered	contracted	evaluated	produced
analyzed	consolidated	executed	recommended
appointed	consulted	formulated	recruited
approved	delegated	managed	reviewed
assigned	designated	organized	scheduled
assumed	determined	oversaw	supervised
attained	developed	planned	
chaired	directed	prioritized	

Organizational

approved	collected	distributed	generated
arranged	compiled	enlisted	implemented
catalog	consolidated	executed	inspected
classified	dispatched	expedited	monitored

Investigational (Research)

acquired	diagnosed	inspected	reviewed
analyzed	designed	interpreted	researched
calculated	determined	interviewed	summarized
clarified	evaluated	investigated	surveyed
collected	examined	located	systematized
compared	extracted	modified	
conducted	formulated	organized	
critiqued	identified	processed	

Instructional

accepted	defined	implemented	postulated
adapted	demonstrated	incorporated	praised
advised	designated	indicated	provoked
analyzed	developed	inferred	questioned
applied	directed	informed	reinforced
appraised	disciplined	initiated	rephrased
asked	doubted	inquired	rewarded
assessed	elaborated	instructed	set
assigned	elicited	interested	simplified
attended	emphasized	integrated	solicited
categorized	enabled	investigated	speculated
challenged	encouraged	judged	stated
chose	evaluated	linked	stimulated
clarified	excited	listened	structured
coached	explained	mentored	synthesized
commanded	explored	modeled	systematized
communicated	facilitated	modified	taught
complemented	focused	motivated	thanked
considered	generated	observed	theorized
cooperated	guided	organized	trained
coordinated	publicized	persuaded	tutored
corrected	identified	pondered	

Technical

analyzed	converted	identified	remodeled
assembled	designed	implemented	repaired
audited	devised	installed	researched
automated	documented	maintained	solved
built	engineered	operated	standardized
calculated	enhanced	overhauled	tested