

Resume Action Words

<p>Communication Skills</p> <p>addressed advised advocated authored briefed collaborated composed conducted contacted drafted edited facilitated formulated informed influenced interpreted lectured motivated negotiated persuaded presented proofread published recruited reported spoke translated wrote</p> <p>Creative Skills</p> <p>adapted authored composed created designed developed devised established experimented formulated founded illustrated</p>	<p>initiated instituted integrated introduced invented launched performed produced revitalized shaped stimulated</p> <p>Leadership Skills</p> <p>administered advocated approved chaired coordinated counseled determined developed directed drove enforced ensured executed founded governed headed improved influenced inspired instituted launched managed motivated negotiated pioneered prioritized produced recruited spearheaded sponsored</p>	<p>strengthened supervised</p> <p>Organizational Skills</p> <p>arranged assembled catalogued classified collected compiled coordinated developed distributed executed generated implemented maintained organized planned prepared processed recorded reorganized reviewed scheduled strengthened updated</p> <p>Technical/Research Skills</p> <p>administered analyzed assembled assessed audited built calculated compiled computed conducted consulted critiqued designed devised</p>
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Resume Action Words

discovered documented drafted engineered evaluated examined fabricated forecasted gathered generated identified inspected installed investigated launched maintained operated programmed remodeled repaired researched restored solved surveyed tested upgraded	Teaching/Helping Skills advised aided assessed assisted coached communicated contributed counseled demonstrated educated explained facilitated fostered guided informed instructed mentored motivated persuaded provided supported trained	Financial Skills administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched
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