

## SKILL ACTION VERBS

Use past tense action verbs, such as the ones found below, when crafting impact statements on your resume. Starting your statements with such verbs is a powerful way to describe your efforts and help the reader understand the skills, traits and characteristics you are attempting to convey through your statements.

*Examples:*

- *Facilitated groups of 5 – 15 first year students in residence activities and discussions surrounding personal choices & responsibilities, helping individuals with transition from high school to university.*
- *Organized a fashion show fundraiser through building effective partnerships with local businesses; efforts raised \$1200 for Canadian Breast Cancer Foundation while increasing student awareness.*

### Accounting / Financial / Purchasing / Inventory

Analyzed	Conducted	Formulated	Merged	Produced
Appraised	Consolidated	Fundraised	Monitored	Purchased
Assessed	Compared	Generated	Operated	Reconciled
Audited	Developed budgets	Investigated	Performed	Reported
Balanced	Documented	Issued	Pinpointed	Secured finances
Bought	Estimated expenses	Kept records	Posted	Tabulated
Budgeted	Evaluated	Lowered	Prepared	Updated
Calculated	Financed	Maintained	Problem-solved	Validated
Collected	Forecasted	Managed cash flow	Processed	Verified

### Accomplishments / Results-Oriented

Accelerated	Decreased	Extended	Predicted	Saved
Accomplished	Doubled	Finalized	Procured	Streamlined
Achieved	Downsized	Grew	Produced	Succeeded
Acquired	Earned	Improved	Raised	Surpassed
Advanced	Eliminated	Increased	Reduced	Tripled
Attained	Enhanced	Mastered	Re-invented	Turned around
Awarded	Enlarged	Obtained	Rejuvenated	Updated
Changed	Exceeded	Optimized	Revamped	Upgraded
Closed deal	Expanded	Outperformed	Reversed	Won
Cut	Expedited	Penetrated	Revitalized	

### Administrative Support

Aided	Collated	Helped	Prepared	Recorded
Answered	Compiled	Mailed	Processed	Summarized
Assisted	Edited	Monitored	Proofread	Typed
Checked	Filed	Photocopied	Provided	

### **Analysis / Critical Thinking / Problem-Solving**

Adapted	Crafted	Effectuated	Justified	Referred
Aligned	Created	Eliminated	Leveraged	Replaced
Analyzed	Customized	Engineered	Managed outcomes	Resolved
Anticipated issues	Defined	Estimated	Mediated	Reviewed
Catalogued	Detected	Gained	Negotiated	Solved
Clarified	Determined	Identified	Observed	Sparked
Classified	Developed	Improved	Outlined	Stimulated ideas
Considered	Devised	Inspected	Pinpointed	Strategized
Consolidated	Distributed	Installed	Predicted	Submitted
Constructed	Diverted	Integrated	Prioritized	Used judgment
Correlated	Divested	Invented	Projected	Used perspective
Critiqued	Drafted	Investigated	Proved	Validated

### **Client Relations / Customer Service / Marketing**

Advised	Demonstrated	Listened	Persuaded	Represented
Channeled	Devoted	Mediated	Prescribed	Served
Conducted	Enhanced	Merchandised	Presented	Sold
Consulted	Explained	Moderated	Promoted	Solicited
Counselled	Fostered	Negotiated	Provided	Supervised
Delivered	Handled	Oriented	Reconciled	Tracked

### **Communications / Interpersonal Skills**

Acted	Clarified	Detailed	Judged	Published
Addressed	Chaired	Drafted	Justified	Recommended
Advocated	Communicated	Edited	Lectured	Spoke
Alerted	Compelled	Emailed	Listened	Surveyed
Arbitrated	Contacted	Influenced	Marketed	Translated
Articulated	Conversed	Informed	Observed	Verbalized
Authored	Convinced	Instructed	Proposed	Wrote
Briefed	Corresponded	Interpreted	Publicized	

### **Coordination / Organization**

Arranged	Directed	Organized	Promoted efficiency	Set & met deadlines
Chose	Followed up	Overhauled	Redesigned	Streamlined
Consolidated	Handled details	Pioneered	Reorganized	Systematized
Constructed	Identified	Planned	Revised	
Coordinated	Initiated	Prepared	Scheduled	

## Design / Planning

Administered	Customized	Generated	Originated	Set goals
Allocated	Designed	Illustrated	Planned	Simplified
Arranged	Developed	Imagined	Prepared	Shaped
Assembled	Devised	Innovated	Programmed	Spearheaded
Built	Drove	Introduced	Prioritized	Streamlined
Composed	Engineered	Launched	Re-invented	Strengthened
Conceived	Established	Located	Repaired	Tailored
Conceptualized	Expedited	Matched	Reviewed	Transformed
Created	Formed	Orchestrated	Revitalized	

## Leadership / Management

Advised	Delivered	Guided	Mentored	Recruited
Appointed	Deployed	Headed	Monitored	Restructured
Approved	Directed	Hired	Motivated	Retained
Authorized	Educated	Implemented	Nurtured	Reviewed
Catalyzed	Enabled	Influenced	Officiated	Scheduled
Challenged	Encouraged	Initiated	Orchestrated	Spearheaded
Championed	Enforced	Inspired	Oriented	Strengthened
Coached	Established	Instituted	Outsourced	Supervised
Completed	Executed	Instructed	Oversaw	Supported
Controlled	Facilitated	Interviewed	Perceived	Taught
Counseled	Focused	Led	Planned	Trained
Cultivated	Forged	Made decisions	Prioritized	Transitioned
Decided	Founded	Managed	Promoted change	Undertook
Delegated	Governed	Masterminded	Rebuilt	Upgrade

## Research / Troubleshooting

Assessed	Conceptualized	Evaluated	Modeled	Synthesized
Benchmarked	Conducted	Examined	Modified	Surveyed
Calculated	Designed	Experimented	Piloted	Targeted
Collected	Diagnosed	Extrapolated	Prepared	Tested
Compared	Discovered	Gathered data	Researched	Troubleshoot
Compiled	Dispensed	Hypothesized	Retrieved	Uncovered
Computed	Documented	Measured	Structured	Verified

## Staff Relations / Teamwork

Accompanied	Co-presented	Co-published	Joined forces	Teamed up
Co-authored	Collaborated	Co-ran	Liaised	Took initiative
Co-edited	Combined	Debated	Participated	Unified
Co-founded	Contributed	Energized	Partnered	United
Co-led	Cooperated	Incorporated	Shared	Was flexible