

Action Words

The following is a collection of action words to help you better convey your skills, experience, and responsibilities and make recruiters take notice. Also available on our website (cdc.newark.rutgers.edu) under "Students" → "Resources."

Communication Skills

- Addressed
- Advertised
- Clarified
- Collaborated
- Condensed
- Consulted
- Contacted
- Defined
- Drafted
- Edited
- Formulated
- Influenced
- Interpreted
- Interviewed
- Listened
- Marketed
- Mediated
- Moderated
- Negotiated
- Outlined
- Persuaded
- Presented
- Proposed
- Publicized
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
- Solicited
- Summarized
- Synthesized
- Translated
- Wrote

Creative Skills

- Adapted
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Displayed
- Formulated
- Founded
- Illustrated
- Instituted
- Initiated
- Integrated
- Invented
- Modeled
- Modified
- Originated
- Performed
- Planned
- Revised
- Revitalized
- Solved

Data/Financial Skills

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved
- Corrected
- Determined
- Developed
- Estimated
- Forecasted
- Managed
- Measured
- Netted
- Planned
- Prepared
- Processed
- Programmed
- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Retrieved

Helping/Interpersonal Skills

- Adapted
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Clarified
- Coached
- Collaborated
- Contributed
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Facilitated
- Guided
- Helped
- Intervened
- Motivated
- Prevented
- Provided
- Referred
- Resolved
- Served
- Supplied
- Supported
- Volunteered

Management/Leadership Skills

- Administered
- Analyzed
- Attained
- Authorized
- Consolidated
- Contracted
- Converted
- Coordinated
- Delegated
- Developed
- Enforced
- Enhanced
- Generated
- Hired
- Hosted
- Improved
- Increased
- Initiated
- Inspected
- Motivated
- Navigated
- Organized
- Overhauled
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reviewed
- Secured
- Selected
- Streamlined
- Strengthened
- Supervised
- Terminated

Career Development Center

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Action Words (cont.)

Organizational Skills

- Arranged
- Classified
- Coded
- Compiled
- Filed
- Generated
- Logged
- Monitored
- Obtained
- Operated
- Ordered
- Prepared
- Provided
- Purchased
- Recorded
- Submitted
- Supplied
- Standardized
- Updated
- Verified

Research Skills

- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Detected
- Determined
- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Researched
- Reviewed
- Searched
- Solved
- Summarized
- Surveyed
- Systematized
- Tested

Teaching Skills

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Critiqued
- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Informed
- Instilled
- Instructed
- Motivated
- Persuaded
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted
- Tutored

Technical Skills

- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Converted
- Debugged
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Fortified
- Installed
- Maintained
- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized

How Do I Choose?

No single word listed under a skillset is applicable for every situation. It is ultimately up to the resume's owner to decide which word best describes the action in question. If you find yourself using the same word over and over, a thesaurus can be a wonderful tool for finding alternatives (a.k.a., "synonyms"). But be careful; synonym means *similar* meaning, not necessarily *same* meaning. Choosing the wrong synonym can completely change the meaning of your sentence or bullet point—and not in a good way.

How to Make Responsible Synonym Choices

1. Review the dictionary meanings of both your original word and prospective substitute.
2. Compare and ask the following questions:
 - Are the meanings a close match?
 - Does the new word make sense within your sentence?
 - Is it used in everyday language?
 - Is it free from potential misinterpretation?
3. Confirm your choice by getting a second opinion.

Integrated Dictionary-Thesaurus Websites

Below is a list of several publishers who offer free web access to their dictionaries and thesauri.

Harper-Collins: collinsdictionary.com

Macmillan: macmillandictionary.com

Merriam-Webster: merriam-webster.com

Oxford: en.oxforddictionaries.com