

Career Center

Verbs to Highlight Your Accomplishments

Team Skills

accelerated
accompanied
added
advocated
aided
appraised
augmented
broadened
combined
completed
composed
condensed
contributed
decreased
delivered
demonstrated
devoted
disclosed
doubled
eased
eliminated
enforced
forecasted
found
grouped
inspired
issued
joined
lobbied
marketed
narrated
negotiated
orchestrated
pioneered
procured
produced
recruited
regulated
reinforced
researched
resolved
revamped
spearheaded
structured
substituted
suggested
targeted
tripled
uncovered
widened

Creative Skills

acted
amplified
attracted
conceptualized
counted
created
cultivated
cut
described
directed
distinguished
established
extrapolated
fashioned
founded
formalized
granted
influenced
innovated
illustrated
instituted
instilled
insured
introduced
invented
launched
measured
merchandised
modernized
modified
originated
performed
planned
profiled
publicized
redesigned
refined
reorganized
replaced
reported
revitalized
segmented
settled
shaped
shortened
sold
tightened
traced
traveled
treated
utilized
valued

Project Skills

accomplished
activated
adopted
allocated
anticipated
asked
balanced
bargained
challenged
committed
compared
conferred
consolidated
constructed
decentralized
designated
determined
diagrammed
earned
endorsed
estimated
exchanged
formed
framed
fulfilled
handled
instigated
interfaced
lightened
mapped
motivated
offset
phased out
pinpointed
proposed
proved
rectified
reduced
referred
requested
responded
restructured
salvaged
streamlined
strengthened
superseded
supplied
traded
transferred
visited

Teaching Skills

adapted
advised
ascertained
arbitrated
capitalized
closed
co-authored
communicated
coordinated
consulted
corrected
counseled
developed
devised
enabled
encouraged
exercised
explained
facilitated
focused
guided
inaugurated
increased
informed
initiated
instructed
lectured
led
litigated
offered
patterned
penalized
permitted
presented
persuaded
raised
ranked
rated
related
retained
selected
separated
served
standardized
stimulated
studied
taught
tested
transported
updated
used
viewed

Analytical Skills

achieved
acquired
adjusted
amended
appointed
assumed
attained
borrowed
bought
circulated
cleared
commissioned
conceived
contrasted
convinced
decided
defined
distributed
diversified
divested
edited
engaged
enlarged
enriched
fit
furnished
gained
hosted
illuminated
improved
improvised
inquired
invited
judged
liquidated
localized
maximized
mediated
minimized
moved
opened
oriented
perceived
prevented
published
pursued
quantified
quoted
regained
reinstated
spread
stabilized
testified
undertook
united
verified
won

Administrative Skills

administered
advanced
advertised
approached
arranged
authorized
budgeted
cataloged
chaired
charted
classified
collected
compiled
contrived
corresponded
deferred
delegated
dispatched
documented
executed
governed
hired
implemented
inspected
managed
monitored
operated
organized
generated
moderated
obtained
ordered
oversaw
prepared
presided
processed
promoted
purchased
recommended
recorded
represented
retrieved
scheduled
screened
secured
serviced
specified
staffed
stressed
supervised
supported
systematized
tabulated
transformed
translated
validated
welcomed

Research Skills

adhered
admitted
altered
analyzed
assisted
audited
authored
canvassed
carried out
clarified
cold called
collaborated
concluded
conducted
controlled
critiqued
discovered
elected
evaluated
examined
extracted
fielded
formulated
gathered
identified
indoctrinated
interpreted
interviewed
invested
investigated
modeled
noticed
observed
participated
polled
probed
projected
rejected
revealed
reviewed
revised
reversed
routed
rewarded
staged
submitted
summarized
surpassed
surveyed
synthesized
tailored
unified
witnessed
wrote

Technical Skills

acclimated
addressed
assembled
assessed
automated
built
calculated
captured
centralized
computed
contracted
converted
depreciated
designed
displayed
drafted
engineered
expanded
expedited
extended
functioned
gauged
installed
involved
isolated
maintained
merged
multiplied
overhauled
passed
prioritized
programmed
prompted
provided
reconciled
recovered
rehabilitated
remodeled
repaired
remedied
renegotiated
restored
resulted
signed
simplified
solved
speculated
substantiated
synchronized
terminated
trained
upgraded
verified
weighed