

Resume Ideas and Active Verbs

Communication/People Skills

| | | |
|--------------|--------------|-------------|
| Addressed | Enlisted | Proposed |
| Advertised | Explained | Publicized |
| Arbitrated | Expressed | Reconciled |
| Arranged | Formulated | Recruited |
| Articulated | Furnished | Referred |
| Authored | Incorporated | Reinforced |
| Clarified | Influenced | Reported |
| Collaborated | Interacted | Resolved |
| Communicated | Interpreted | Responded |
| Composed | Interviewed | Solicited |
| Condensed | Involved | Specified |
| Conferred | Joined | Spoke |
| Consulted | Judged | Suggested |
| Contacted | Lectured | Summarized |
| Conveyed | Listened | Synthesized |
| Convinced | Marketed | Translated |
| Corresponded | Mediated | Wrote |
| Debated | Moderated | |
| Defined | Negotiated | |
| Developed | Observed | |
| Directed | Outlined | |
| Discussed | Participated | |
| Drafted | Persuaded | |
| Edited | Presented | |
| Elicited | Promoted | |

Creative Skills

| | | |
|----------------|-------------|--------------|
| Acted | Drew | Modified |
| Adapted | Entertained | Originated |
| Began | Established | Performed |
| Combined | Fashioned | Photographed |
| Composed | Formulated | Planned |
| Conceptualized | Founded | Revised |
| Condensed | Illustrated | Revitalized |
| Created | Initiated | Shaped |
| Customized | Instituted | Solved |
| Designed | Integrated | |
| Developed | Introduced | |
| Directed | Invented | |
| Displayed | Modeled | |

Helping Skills

| | | |
|--------------|--------------|---------------|
| Adapted | Demonstrated | Motivated |
| Advocated | Diagnosed | Prevented |
| Aided | Educated | Provided |
| Answered | Encouraged | Referred |
| Arranged | Ensured | Rehabilitated |
| Assessed | Expedited | Represented |
| Assisted | Facilitated | Resolved |
| Clarified | Familiarized | Simplified |
| Coached | Furthered | Supplied |
| Collaborated | Guided | Supported |
| Contributed | Helped | Volunteered |
| Cooperated | Insured | |
| Counseled | Intervened | |

Leadership Skills

| | | |
|--------------|--------------|--------------|
| Administered | Executed | Produced |
| Analyzed | Generated | Recommended |
| Appointed | Handled | Reorganized |
| Approved | Headed | Replaced |
| Assigned | Hosted | Restored |
| Attained | Improved | Reviewed |
| Authorized | Incorporated | Scheduled |
| Chaired | Increased | Secured |
| Considered | Initiated | Selected |
| Consolidated | Inspected | Streamlined |
| Contracted | Instituted | Strengthened |
| Controlled | Led | Supervised |
| Converted | Managed | Terminated |
| Coordinated | Merged | |
| Decided | Motivated | |
| Delegated | Navigated | |
| Developed | Organized | |
| Directed | Originated | |
| Eliminated | Overhauled | |
| Emphasized | Oversaw | |
| Enforced | Planned | |
| Enhanced | Presided | |
| Established | Prioritized | |

Teaching Skills

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

Research Skills

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

Organizational Skills

| | | |
|--------------|--------------|--------------|
| Approved | Generated | Recorded |
| Arranged | Incorporated | Registered |
| Catalogued | Inspected | Reserved |
| Categorized | Logged | Responded |
| Charted | Maintained | Reviewed |
| Classified | Monitored | Routed |
| Coded | Obtained | Scheduled |
| Collected | Operated | Screened |
| Compiled | Ordered | Submitted |
| Corrected | Organized | Supplied |
| Corresponded | Prepared | Standardized |
| Distributed | Processed | Systematized |
| Executed | Provided | Updated |
| Filed | Purchased | Validated |
| | | Verified |

Your resume sentences:

1. Category:

Verb:

Sentence:

2. Category:

Verb:

Sentence:

3. Category:

Verb:

Sentence: