

ACTION VERBS FOR RESUME BUILDING

Starting off your bullet points with strong action-verbs attracts the interviewer and shows the recruiter that you have a strong skill-set. Below are some examples of action-verbs under different categories.

TECHNICAL SKILLS

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| <ul style="list-style-type: none">• Adapted• Applied• Built• Computed• Conducted• Configured• Designed• Developed• Diagnosed• Engineered | <ul style="list-style-type: none">• Implemented• Installed• Maintained• Migrated• Operated• Participated• Performed• Planned• Programmed• Provided | <ul style="list-style-type: none">• Remodeled• Researched• Serviced• Solved• Standardized• Surveyed• Tested• Tracked• Upgraded• Utilized |
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LEADERSHIP SKILLS

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| <ul style="list-style-type: none">• Administered• Aligned• Analyzed• Appointed• Approved• Assigned• Assisted• Attained• Authorized• Chaired | <ul style="list-style-type: none">• Coordinated• Decided• Delegated• Directed• Established• Instilled• Instructed• Led• Managed• Mentored | <ul style="list-style-type: none">• Motivated• Organized• Oversaw• Planned• Prioritized• Reviewed• Resolved• Scheduled• Supervised• Taught |
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PROBLEM SOLVING SKILLS

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| <ul style="list-style-type: none">• Acted• Aligned• Authored• Composed• Created• Customized• Designed• Developed• Diagnosed• Defined | <ul style="list-style-type: none">• Drafted• Established• Evaluated• Guided• Instilled• Interpreted• Listened• Modeled• Observed• Performed | <ul style="list-style-type: none">• Planned• Presented• Provided• Recommended• Simplified• Shaped• Solved• Supported• Surveyed• Tested |
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COMMS & ADVISING SKILLS

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| <ul style="list-style-type: none">• Advised• Aided• Analyzed• Answered• Arranged• Assisted• Clarified• Coached• Collaborated• Communicated | <ul style="list-style-type: none">• Consulted• Contributed• Corresponded• Demonstrated• Diagnosed• Discussed• Interacted• Educated• Encouraged• Explained | <ul style="list-style-type: none">• Facilitated• Individualized• Instilled• Instructed• Negotiated• Persuaded• Planned• Trained• Translated• Volunteered |
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