ASU Career Services offers a comprehensive online Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit The Career Guide at asu.edu/careerguide.

We’ve pulled together a lengthy list of action verbs designed to help you describe your educational and employment experiences. Spend a few minutes to identify those words that best match your background. You will get better results by checking job descriptions and job announcements.

### Communication/People Skills

- Addressed
- Advertised
- Arbitrated
- Arranged
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Conferred
- Consulted
- Contracted
- Conveyed
- Convinced
- Corresponded
- Created
- Debated
- Defined
- Developed
- Direct
- Discussed
- Dispatched
- Distinguished
- Drafted
- Edited
- Elited
- Enlisted
- Explained
- Expressed
- Formulated
- Furnished
- Helped
- Identified
- Incorporated
- Influenced
- Interacted
- Interpreted
- Interviewed
- Involved
- Joined
- Judged
- Led
- Lectured
- Listened
- Manipulated
- Marketed
- Mediated
- Moderated
- Motivated
- Merged
- Negotiated
- Observed
- Obtained
- Outlined
- Participated
- Persuaded
-Presented
- Promoted
- Proposed
- Publicized
- Reconciled
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
- Sold
- Solicited
- Specified
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Traveled
- Wrote

### Creative Skills

- Abstracted
- Acted
- Adapted
- Began
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Devised
- Directed
- Discriminated
- Displayed
- Drew
- Entered
- Established
- Explored
- Fashioned
- Formulated
- Founded
- Generated
- Illustrated
- Imagined
- Imported
- Initiated
- Innovated
- Instituted
- Integrated
- Introduced
- Invented
- Photographed
- Planned
- Published
- Visualized
- Revised
- Wrote
- Revitalized
- Shaped
- Shared
- Set
- Solidified
- Solved
- Synthesized
- Visualized
- Wrote

### Management/Leadership Skills

- Acclaimed
- Administered
- Advanced
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Chaired
- Considered
- Consolidated
- Contained
- Contracted
- Controlled
- Cooperated
- Coordinated
- Cut
- Decided
- Delegated
- Developed
- Directed
- Doubled
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Evaluated
- Executed
- Expanded
- Fine-Tuned
- Generated
- Handled
- Headed
- Hired
- Hosted
- Implemented
- Improved
- Incorporated
- Increased
- Inspected
- Instituted
- Led
- Managed
- Merged
- Moderated
- Motivated
- Navigated
- Organized
- Reorganized
- Replaced
- Restored
- Restructured
- Reviewed
- Salvaged
- Saved
- Scheduled
- Secured
- Selected
- Streamlined
- Strengthened
- Supervised
- Terminated
- Triplicated
- Troubleshooted

### Data/Financial Skills

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved
- Corrected
- Decreased
- Determined
- Developed
- Estimated
- Extracted
- Forecasted
- Increased Speed
- Maintained Accuracy
- Programmed
- Managed
- Marketed
- Measured
- Netted
- Planned
- Prepared
- Solved
- Trimmed
- Yielded
### Helping Skills
- Adapted
- Adjusted
- Advised
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Attended
- Cared
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counselled
- Demonstrated
- Developed sensitivity
- Diagnosed
- Directed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Integrated
- Insured
- Intervened
- Led
- Listened
- Mentored
- Motivated
- Perceived
- Preventive
- Provided
- Referred
- Rehabilitated
- Related
- Rendered
- Represented
- Resolved
- Safeguarded
- Serviced
- Simplified
- Spoke
- Supported
- Used teamwork
- Volunteered
- Standardized
- Systematized
- Tabulated
- Updated
- Validated
- Verified
- Summarized
- Surveyed
- Synthesized
- Systematized
- Tested
- Wrote
- Taught
- Tested
- Trained
- Transmitted
- Tended
- Studied
- Solved
- Supplied

### Organizational/Detailed Skills
- Accomplished
- Achieved
- Approved
- Arranged
- Catalogued
- Clarified
- Classified
- Coded
- Collated
- Collected
- Compared
- Compiled
- Completed
- Configured
- Corrected
- Corresponded
- Dispatched
- Distributed
- Diversified
- Enforced
- Executed
- Facilitated
- Filed
- Followed through
- Generated
- Implemented
- Incorporated
- Inspected
- Judged
- Logged
- Maintained
- Met deadlines
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Reserved
- Registered
- Responded
- Standardized
- Systematized
- Tabulated
- Updated
- Validated
- Verified

### Research Skills
- Analyzed
- Branded
- Catalogued
- Clarified
- Collected
- Compiled
- Conducted
- Critiqued
- Decided
- Detected
- Determined
- Diagnosed
- Differentiated
- Documented
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Extrapolated
- Field Formulated
- Gathered
- Hypothesized
- Indoctrinated
- Inspected
- Interpreted
- Interviewed
- Invented
- Investigated
- Linked
- Located
- Measured
- Observed
- Organized
- Perceived
- Published
- Recognized
- Problems
- Researched
- Reviewed
- Searched
- Scanned
- Studied
- Solved
- Supplied

### Teaching Skills
- Adapted
- Adopted
- Advised
- Benchmarked
- Briefed
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Counselling
- Critiqued
- Decided
- Developed
- Empowered
- Enabled
- Encouraged
- Enlightened
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Influenced
- Informed
- Initiated
- Initiated
- Installed
- Installed
- Instilled
- Instructed
- Taught
- Tested
- Trained
- Transmitted
- Tended
- Studied
- Stimulated

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

### Manual Skills
- Assembled
- Bound
- Bent
- Built
- Controlled
- Drilled
- Drrove
- Fed
- Handled
- Lifted
- Moved
- Operated
- Performed
- Set-up
- Pulled
- Punched
- Retooled
- Shipped
- Skilled
- Tended
- Worked