The following list of action verbs and descriptive phrases will help you in describing your skills, duties, and abilities. When an employer reads a resume, certain key phrases will catch his/her attention and describe the type of employee he/she would like to hire.

Accounting Skills

* Administered
* Budgeted
* Calculated
* Developed
* Projected
* Researched

Artistic Skills

* Acted
* Created
* Designed
* Directed
* Illustrated
* Performed
* Sang

Mechanical Skills

* Assembled
* Built
* Engineered
* Operated
* Overhauled
* Maintained
* Repaired

Office Skills

* Answered phones
* Arranged
* Filed
* Organized
* Prepared
* Processed
* Purchased
* Recorded

People Skills

* Advised
* Assessed
* Assisted
* Coached
* Counseled
* Communicated
* Directed
* Recommended
* Supervised

Research Skills

* Clarified
* Collected
* Critiqued
* Diagnosed
* Evaluated
* Inspected
* Investigated
* Reviewed

Supervisory Skills

* Administered
* Analyzed
* Coordinated
* Delegated
* Directed
* Managed
* Organized
* Planned
* Prioritized
* Supervised

Verbal Skills

* Addressed
* Arranged
* Corresponded
* Drafted
* Edited
* Lectured
* Moderated
* Motivated
* Publicized
* Spoke
* Wrote

Miscellaneous Skills

* Accelerated
* Accomplished
* Achieved
* Completed
* Demonstrated
* Organized
* Promoted
* Served
* Started
* Scheduled