



Ready Reference E-6 Verbs, Modifiers, Qualities & Skills

Action Verbs

Accelerated	Conceived	Employed	Improved
Accomplished	Conceptualized	Enforced	Improvised
Achieved	Conciliated	Engineered	Increased
Adapted	Conducted	Enlarged	Indexed
Adjusted	Confronted	Entertained	Indoctrinated
Administered	Consolidated	Equipped	Influenced
Admitted	Constructed	Established	Informed
Advanced	Conserved	Estimated	Initiated
Advertised	Consulted	Evaluated	Innovated
Advised	Contracted	Examined	Inspected
Affected	Controlled	Exceeded	Inspired
Aided	Coordinated	Executed	Installed
Aligned	Corresponded	Exhibited	Instituted
Allocated	Counseled	Expanded	Instructed
Analyzed	Created	Expedited	Instrumented
Anticipated	Deferred	Experienced	Integrated
Applied	Defined	Explained	Interpreted
Appraised	Delegated	Explored	Intervened
Arbitrated	Delivered	Expressed	Interviewed
Arranged	Demonstrated	Extended	Introduced
Ascertained	Designed	Extracted	Invented
Assembled	Detailed	Fabricated	Inventoried
Assessed	Detected	Facilitated	Investigated
Assigned	Determined	Familiarized	Judged
Assisted	Developed	Filed	Justified
Attained	Devised	Filtered	Keynoted
Audited	Diagnosed	Figured Fixed	Launched
Authored	Directed	Focused	Led
Budgeted	Discovered	Formed	Lectured
Built	Dispensed	Formulated	Located
Calculated	Displayed	Forwarded	Maintained
Cataloged	Disproved	Founded	Managed
Chaired	Dissected	Functioned	Mapped
Changed	Distributed	Gathered	Marketed
Charted	Diverted	Generated	Measured
Clarified	Documented	Governed	Mediated
Classified	Drafted	Guided	Mentored
Coached	Dramatized	Harmonized	
Collected	Drew Drove	Headed	
Combined	Earned	Held	
Communicated	Edited	Helped	
Compiled	Educated	Hired	
Completed	Effected	Identified	
Composed	Electrified	Illustrated	
Computed	Eliminated	Implemented	

More Action Verbs

Merged	Printed	Resolved	Summarized
Modeled	Processed	Responded	Supervised
Modified	Produced	Restored	Supplied
Monitored	Programmed	Retrieved	Surveyed
Motivated	Projected	Reviewed	Synthesized
Navigated	Promoted	Revised	Systemized
Negotiated	Proposed	Revitalized	Tabulated
Observed	Protected	Rewrote	Tailored
Obtained	Proved	Saved	Talked
Operated	Provided	Scheduled	Taught
Optimized	Publicized	Secured	Tested
Ordered	Published	Selected	Timed
Organized	Purchased	Served	Trained
Originated	Quoted	Set up	Transcribed
Outsold	Raised	Shaped	Transferred
Overcame	Realized	Simplified	Transformed
Oversaw	Reasoned	Sketched	Translated
Painted	Recommended	Sold	Transmitted
Participated	Reconciled	Solved	Treated
Patented	Recorded	Sorted	Triggered
Perfected	Recovered	Sparked	Tutored
Performed	Recruited	Spearheaded	Uncovered
Persuaded	Reduced	Specified	Unified
Photographed	Referred	Spoke	Updated
Piloted	Refined	Stabilized	Upgraded
Pioneered	Rehabilitated	Staffed	Utilized
Planned	Rendered	Stimulated	Verified
Played	Renovated	Straightened	Visited
Predicted	Reorganized	Streamlined	Won
Prepared	Repaired	Strengthened	Wrote
Prescribed	Replaced	Structured	
Presented	Reported	Studied	
Preserved	Represented	Succeeded	
Presided	Researched	Suggested	

Positive Modifiers

Accurately	Efficiently	Precisely	Tenaciously
Actively	Energetically	Proficiently	Thoroughly
Aggressively	Flexibly	Progressively	Thoughtfully
Alertly	Imaginatively	Qualified	Versatile
Ambitiously	Independently	Rationally	Vigorously
Analytically	Industriously	Realistically	
Artistically	Intellectually	Reflectively	
Assertively	Intelligently	Reliably	
Capably	Inventively	Resourcefully	
Competently	Logically	Responsibly	
Competitively	Loyally	Significantly	
Confidently	Maturely	Steadily	
Conscientiously	Methodically	Strongly	
Consistently	Meticulously	Substantially	
Cooperatively	Patiently	Successfully	
Creatively	Perseveringly	Supportively	
Diligently	Pleasantly	Tactfully	
Effectively	Practically	Technically	

Personal Qualities

Ability to choose or make a decision	Emotional stability	Persistence
Alertness	Empathy	Playfulness
Adventuresome	Enthusiasm	Poise
Assertiveness	Expressiveness	Politeness
Astuteness	Firmness	Punctuality
Attention to details	Flexibility	Resourcefulness
Awareness	Generosity	Self-confidence
Authenticity	Good judgment	Self-control
Calmness	Hard work capacity	Self-reliance
Candidness	High energy level	Self-respect
Commitment to grow	Honesty	Sense of humor
Concentration	Initiative	Sincerity
Cooperation	Integrity	Spontaneity
Courage	Loyalty	Tactfulness
Curiosity	Open-mindedness	Tidiness
Diplomacy	Optimism	Tolerance
Drive	Orderliness	Versatility
Dynamic traits	Patience	Utility
Easy-goingness	Performing well under stress	

Functional Skills

Administering programs	Initiating with strangers	Protecting property
Advising people	Inspecting physical objects	Questioning others
Analyzing data	Interviewing people	Reading volumes of material
Appraising services	Inventing new ideas	Recording scientific data
Arranging social functions	Investigating problems	Recruiting people for hire
Assembling apparatus	Listening to others	Rehabilitating people
Auditing financial records	Locating lost information	Remembering information
Budgeting expenses	Managing an organization	Repairing mechanical devices
Calculating numerical data	Measuring boundaries	Repeating same procedure
Checking for accuracy	Mediating between people	
Classifying records	Meeting the public	Researching in library
Coaching individuals	Monitoring others' progress	Reviewing programs
Collecting money	Motivating others	Running meetings
Compiling statistics	Negotiating contracts	Selling products
Confronting other people	Operating equipment	Serving individuals
Constructing buildings	Organizing people and tasks	Setting up demonstrations
Coordinating events	Persuading others	Sketching charts or diagrams
Corresponding with others	Planning agendas	Speaking in public
Counseling people	Planning groups' needs	Supervising others
Deciding uses of money	Politicking with others	Teaching classes
Delegating responsibility	Predicting futures	Tolerating interruptions
Designing data systems	Preparing materials	Updating file
Dispensing information	Printing by hand	Visualizing new formats
Displaying artistic ideas	Processing human interaction	Working long hours
Distributing products	Programming computers	Working with precision
Dramatizing ideas	Promoting events	Writing clear reports
Editing publications		Writing for publication
Exhibiting plans		
Expressing feelings		
Finding information		
Handling complaints		
Imagining new solutions		

HOT TIP: Use wording in your resume that is clear, concise, and informative. Short statements are easier to read and comprehend than longer ones. Respect the time of the individual reading your resume by creating an informative document that the reviewer is able to process quickly and easily.