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# More Action Verbs

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

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<th>Tenaciously</th>
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<td>Actively</td>
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</table>

### Personal Qualities

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

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

**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.