



CHAPMAN UNIVERSITY
SCHOOL OF PHARMACY

CV and Resume Action Verbs

Management Skills

Administered
Analyzed
Appointed
Assigned
Attained
Authorized
Chaired
Contracted
Consolidated
Coordinated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Streamlined
Strengthened
Supervised

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

Clerical Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched

Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Standardized
Systematized
Updated
Verified

Creative Skills

Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Modeled
Planned
Revitalized

Communication Skills

Addressed
Arbitrated
Authored
Contacted
Corresponded
Developed
Directed
Drafted

Edited
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Adapted
Assembled
Built
Calculated
Computed
Converted
Conserved
Designed
Developed

Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Replaced
Solved
Specialized
Trained

Helping Skills

Assessed
Assisted
Clarified
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited
Facilitated
Familiarized
Guided
Referred
Rehabilitated
Represented
Simplified
Supported
Volunteered

Teaching Skills

Adapted
Assembled
Advised
Clarified
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Motivated
Persuaded
Stimulated
Trained