



COLLEGE OF EDUCATION AND HUMAN SCIENCES

Resume Verbs

Community, Health, and Wellness

Communication

Aided, Arbitrated, Advised,
Clarified, Consulted, Contributed,
Cooperated, Coordinated,
Counseled, Debated, Defined,
Directed, Enlisted, Explained,
Expressed, Helped, Influenced,
Informed, Inspired, Interpreted,
Interviewed, Mediated, Merged,
Negotiated, Promoted,
Recommended, Represented,
Resolved, Suggested

Creativity

Acted, Abstracted, Adapted,
Composed, Conceptualized,
Created, Designed, developed,
Directed, Drew, Fashioned,
Generated, Illustrated, Imagined,
Improvised, Integrated, Innovated,
Painted, Performed, Planned,
Problem Solved, Shaped,
Synthesized, Visualized, Wrote

Detail Oriented

Analyzed, Approved, Arranged,
Classified, Collated, Compared,
Compiled, Documented,
Enforced, Followed Through, Met
Deadlines, Prepared, Processed,
Recorded, Retrieved, Set
Priorities, Systematized,
Tabulated

Investigation/Research

Calculated, Catalogued, Collected,
Computed, Conducted, Correlated,
Critiqued, Diagnosed, Discovered,
Examined, Experimented,
Extrapolated, Evaluated, Gathered,
Identified, Inspected, Interpreted,
Investigated, Monitored, Observed,
Organized, Proved, Reviewed,
Surveyed, Tested

Financial

Administered, Allocated, Analyzed,
Appraised, Audited, Budgeted,
Calculated, Computed, Developed,
Evaluated, Figured, Maintained,
Managed, Performed, Planned,
Prepared Projected

Provide Service

Advised, Attended, Cared, Coached,
Coordinated, Counseled, Delivered,
Demonstrated, Edited, Explained,
Furnished, Generated, Inspected,
Installed, Issued, Mentored,
Referred, Repaired, Provided,
Purchased, Submitted

Leadership/Management

Administered, Assigned, Analyzed,
Appointed, Approved, Assigned,
Attained, Authorized, Chaired,
Coached, Considered, Consolidated,
Contracted, Controlled, Converted,
Coordinated, Decided, Delegated,
Developed, Directed, Eliminated,
Emphasized, Encouraged, Enforced,
Enhanced, Established, Evaluated,
Executed, Expedited, Formed,
Founded, Generated, Governed,
Handled, Headed, Hired, Hosted,
Implemented, Improved,
Incorporated, Increased, Initiated,
Inspected, Instituted, Led, Managed,
Maximized, Merged, Motivated,
Navigated, Organized, Originated,
Overhauled, Oversaw, Planned,
Presided, Prioritized, Produced,
Recommended, Reorganized,
Replaced, Restored, Reviewed,
Recruited, Scheduled, Secured,
Selected, Staffed, Streamlined,
Strengthened, Supervised, Trained

Technical

Assembled, Built, Calculated,
Computed, Designed, Engineered,
Fabricated, Maintained, operated,
programmed, Remodeled, Repaired,
Solved

Teaching

Adapted, Advised, Clarified, Coached,
Developed, Evaluated, Encouraged,
Informed, Inspired, Mentored,
Motivated, Represented, Participated,
Provided, Supported, Taught, Trained,
Verified