

Skill Headings to Use in a Functional Resume

Accounting	Collection	Layout	Production	Sales
Administration	Design	Leadership	Product Development	Scheduling
Advertising	Drafting	Management	Program Development	Social Work
Architecture	Editing	Market Research	Program Evaluation	Supervision
Artistic	Education	Materials Handling	Program Planning	Systems and Procedures
Bookkeeping	Finance	Media Productions	Program Promotion	Teaching
Career Development	Fund Raising	Medical Service	Promotion	Testing
Communication	Graphic Design	Office/Clerical	Publicity	Training
Community Affairs/ Relations	Group Work	Organization	Public Relations	Volunteer Management
Counseling	Human Services	Personnel	Public Speaking	Writing
Customer Relations/ Service	Inspecting/Instruction	Planning	Purchasing	Youth Counseling
Data Processing/ Data Processing/	Interviewing/ Investigation	Political/Public Action	Research	
	Investment	Presentation	Resource Development	
		Printing	Retailing	

Skill Categories with Corresponding Action Verbs

Administrative

administered
coordinated
designed
established
evaluated
headed
hired
interpreted
interviewed
managed
mediated
negotiated
organized
prepared
planned
supervised

Clerical

approved
arranged
catalogued
classified
collected
compiled
computed
dispatched
executed
generated
implemented
indexed
inspected
inventoried
logged
monitored
operated
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated
verified

Communication

addressed
arbitrated
arranged
authored
communicated
corresponded
developed
directed
discussed
drafted
edited
enlisted
formulated
handled
influenced
interpreted
lectured
published
spoke
translated
wrote

Counseling

advocated
assessed
assisted
clarified
coached
counseled
crisis intervention
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
mediated
mentored
motivated
referred
rehabilitated
represented

Creative

acted
adopted
composed
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
improvised
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Skill Categories with Corresponding Action Verbs

Development

analyzed
 applied
 catalogued
 compiled
 conceived
 created designed
 developed established
 formulated
 founded
 influenced
 implemented
 initiated
 instituted
 supported
 surveyed
 updated

Financial

accumulated
 administered
 allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 computed
 decreased
 developed
 financed
 forecasted
 earned
 economized
 managed
 marketed

Organizational

analyzed
 applied
 arranged
 coordinated
 developed
 documented
 expedited
 facilitated
 handled
 implemented
 initiated
 organized
 planned
 prioritized
 summarized
 systematized

Time Management

administered
 developed
 directed
 generated
 improved
 initiated
 increased
 promoted
 reduced

Training

adapted
 advised
 assisted
 clarified
 coached
 communicated
 coordinated
 developed
 enabled
 encouraged
 evaluated
 explained
 facilitated
 guided
 informed
 initiated
 instructed
 motivated
 persuaded
 presented
 stimulated

Research

analyzed
 checked
 clarified
 collected
 conducted
 correlated
 critiqued
 deleted
 diagnosed
 discovered
 documented
 evaluated
 examined
 experimented
 extracted
 identified
 inspected
 interpreted
 interviewed
 invented
 investigated
 researched
 reviewed
 summarized
 surveyed
 systematized
 theorized
 verified

Management

administered
 analyzed
 assigned
 attained
 authorized
 chaired
 contracted
 controlled
 consolidated
 coordinated
 delegated
 developed
 directed
 discharged
 established
 evaluated
 executed
 improved
 increased
 led
 managed
 organized
 oversaw
 planned
 prioritized
 produced
 recommended
 reviewed
 scheduled
 strengthened
 supervised

Problem Solving

analyzed
 clarified
 collaborated
 compared
 compiled
 conferred
 confronted
 consulted
 contributed
 decided
 evaluated
 forecasted
 helped
 investigated
 prepared
 recommended
 reorganized
 researched
 resolved
 reviewed
 solved
 surveyed

Technical

assembled
 built
 calculated
 computed
 designed
 devised
 developed
 engineered
 fabricated
 maintained
 modeled
 operated
 mediated
 moderated
 motivated
 negotiated
 persuaded
 promoted
 provided
 publicized
 reconciled
 recruited
 spoke
 taught
 trained
 translated
 wrote