

## Science Resume Action Verbs -- By Category

*Use exact verbs from the job ad first, then supplement from this list.  
Avoid using the same verb twice. Use present tense only for current positions.*

### Communication Skills

Addressed	Coordinated	Furnished	Presented
Advertised	Corresponded	Incorporated	Promoted
Advocated	Counseled	Influenced	Proposed
Answered	Critiqued	Informed	Publicized
Authored	Defended	Inquired	Quantified
Briefed	Demonstrated	Interacted (with)	Questioned
Built (relationships)	Described	Interfaced (with)	Reached (out)
Canvassed	Detailed	Interviewed	Recommended
Characterized	Discussed	Introduced	Reported
Clarified	Displayed	Involved	Represented
Co-authored	Disseminated	Listened	Responded (to)
Collaborated	Drafted	Marketed	Solicited
Communicated	Edited	Mediated	Spoke
Composed	Elicited	Memorized	Suggested
Connected	Engaged	Motivated	Summarized
Consulted	Enlisted	Negotiated	Synthesized
Contacted	Exhibited	Networked	Transcribed
Contrasted	Explained	Notified	Translated
Conversed (with)	Expressed	Oriented	Transmitted
Conveyed	Formulated	Outlined	Urged
	Fostered (relationship)	Persuaded	Voiced, Wrote

### Leadership Skills

Adapted	Directed	Implemented	Pioneered
Began	Enacted	Inaugurated (program)	Proposed
Combined	Established	Initiated	Pursued
Composed	Fabricated	Instituted	Revised
Conceptualized	Fashioned	Integrated	Set (up)
Conducted	Forged	Introduced	Shaped
Crafted	Formed	Invented	Solved
Created	Formulated	Launched	Spearheaded
Customized	Founded	Mobilized	Started
Designed	Fundraised	Opened	Undertook
Developed	Generated	Originated	
Devised	Grew	Piloted	
	Illustrated	Planned	

### Quantitative Skills

Accounted (for)	Audited	Decreased	Measured
Ascertained	Balanced	Depreciated	Netted
Adjusted	Budgeted	Determined	Prepared
Allocated	Calculated	Estimated	Programmed
Analyzed	Capitalized (on)	Extrapolated	Projected
Appraised	Computed	Forecasted	Quantified
Assessed	Converted	Gauged	Reconciled
	Corrected	Increased	Reduced
		Interpolated	Tabulated

## Helping Skills

Accelerated  
Accommodated  
Adapted  
Advanced (goal)  
Aided  
Alleviated  
Arranged  
Assessed  
Assured  
Bolstered  
Cared (for)  
Coached  
Collaborated  
Comforted  
Conferred  
Contributed

Cooperated  
Counseled  
Delivered  
Demonstrated  
Diagnosed  
Educated  
Employed (skills)  
Enabled  
Encouraged  
Enhanced  
Ensured  
Expedited  
Facilitated  
Familiarized  
Fulfilled  
Furthered  
Guided

Helped  
Incorporated  
Intervened  
Monitored  
Nurtured  
Offered  
Partnered  
Performed  
Prepared  
Prevented  
Problem-solved  
Provided  
Referred  
Rehabilitated  
Reinforced  
Represented  
Resolved

Retrieved  
Safeguarded  
Searched  
Secured  
Served  
Simplified  
Stabilized  
Staffed  
Strengthened  
Suggested  
Supplemented  
Supplied  
Supported  
Teamed (with)  
Transported  
Treated  
Volunteered

## Managing Skills

Acquired  
Adhered  
Adjusted  
Administered  
Analyzed  
Anticipated  
Applied  
Appointed  
Approved  
Assigned  
Authorized  
Balanced  
Chaired  
Contracted  
Controlled  
Coordinated  
Cut (budget, time)  
Decided

Decreased  
Delegated  
Deployed  
Developed  
Directed  
Drove (results)  
Elected  
Eliminated  
Enforced  
Enlisted  
Executed  
Focused (on)  
Galvanized  
Generated  
Handled  
Headed  
Hired  
Hosted  
Implemented

Increased  
Led  
Leveraged  
Managed  
Met (requirements)  
Motivated  
Navigated  
Obtained  
Orchestrated  
Organized  
Overhauled  
Oversaw  
Planned  
Presided (over)  
Prioritized  
Produced  
Ran  
Recommended  
Recruited

Reorganized  
Restored  
Reviewed  
Satisfied (req's)  
Scheduled  
Secured  
Selected  
Set (goals)  
Shaped  
Solved  
Strategized  
Streamlined  
Strengthened  
Supervised  
Trained  
Transformed  
Upheld (regulations)  
Utilized

## Organizational Skills

Accumulated  
Aligned  
Arranged  
Augmented  
Automated  
Balanced  
Bridged  
Broadened  
Cataloged  
Categorized  
Centralized  
Charted  
Classified  
Coded  
Collected  
Compared  
Compiled

Confirmed  
Consolidated  
Coordinated  
Corrected  
Customized  
Decentralized  
Diagrammed  
Displayed  
Distributed  
Documented  
Excluded  
Expedited  
Filed  
Finalized  
Formalized  
Generated (data)  
Grouped  
Implemented

Included  
Indexed  
Input (data)  
Integrated  
Inspected  
Integrated  
Inventoried  
Juggled  
Linked  
Maintained  
Maximized  
Mentored  
Merged  
Minimized  
Monitored  
Navigated  
Obtained  
Optimized

Ordered  
Organized  
Outlined  
Planned  
Prepared  
Prioritized  
Processed  
Proofread  
Provided  
Purchased  
Qualified  
Queried (database)  
Ranked  
Recorded  
Referenced  
Refined  
Registered  
Replaced

**Organizational Skills  
(continued)**

Resolved  
Restored  
Reviewed  
Revised  
Routed

Scheduled  
Screened  
Searched  
Selected  
Set (goals)  
Sorted  
Streamlined

Structured  
Submitted  
Standardized  
Synthesized  
Systemized  
Tailored  
Targeted

Tracked  
Transcribed  
Unified  
Updated  
Upgraded  
Verified

**Teaching Skills**

Adapted  
Advised  
Assessed  
Coached  
Communicated  
Conducted  
Coordinated

Corrected  
Critiqued  
Developed  
Educated  
Evaluated  
Explained  
Facilitated  
Focused

Graded  
Guided  
Illustrated  
Individualized  
Informed  
Instilled  
Instructed  
Mentored

Motivated  
Persuaded  
Taught  
Tested  
Trained  
Transmitted  
Tutored

**Research Skills**

Adapted  
Analyzed  
Assessed  
Benchmarked  
Checked  
Coded  
Collected  
Compared  
Conducted  
Confirmed  
Considered  
Controlled (for)  
Correlated  
Corroborated  
Critiqued  
Decoded  
Deduced  
Defined  
Delivered  
Designed  
Detected  
Determined  
Devised  
Diagnosed

Discovered  
Documented  
Drew (conclusions)  
Evaluated  
Examined  
Experimented  
Explored  
Extrapolated  
Focused  
Formalized  
Formulated  
Gathered  
Hypothesized  
Identified  
Inferred  
Inspected  
Interpolated  
Interpreted  
Intervened  
Investigated  
Kept (records)  
Located  
Logged  
Manipulated  
Measured

Modeled  
Modified  
Observed  
Performed (procedure)  
Pinpointed  
Predicted  
Prescreened  
Proposed  
Proved  
Published  
Qualified  
Quantified  
Ranked  
Recorded  
Refined (process)  
Replicated  
Reported  
Reproduced  
Researched  
Resolved  
Restructured  
Revealed  
Reviewed  
Revised  
Sampled

Scored  
Screened  
Searched  
Simulated  
Simplified  
Solved  
Standardized  
Studied  
Submitted  
Substantiated  
Substituted  
Summarized  
Surveyed  
Synthesized  
Systematized  
Targeted  
Tested  
Theorized  
Traced  
Tracked  
Troubleshoot  
Uncovered  
Validated  
Verified

**Technical Skills**

Activated  
Actuated  
Adjusted  
Altered  
Amplified  
Approximated  
Articulated  
Assembled  
Augmented  
Automated  
Benchmarked

Blended  
Blocked  
Built  
Calibrated  
Captured  
Checked  
Circulated  
Classified  
Cleaned  
Collected  
Combined  
Concentrated

Condensed  
Conserved  
Constructed  
Converted  
Corrected  
Crystallized  
Coded  
Cultivated  
Debugged  
Decoded  
Defined  
Designed

Detected  
Determined  
Developed  
Differentiated  
Dispensed  
Dissected  
Dissembled  
Distributed  
Duplicated  
Eliminated  
Engineered  
Enriched

**Technical Skills  
(continued)**

Evaporated  
Exchanged  
Extracted  
Fabricated  
Fine-tuned  
Fixed  
Gasified  
Gauged  
Generated  
Identified  
Illuminated  
Immobilized  
Implemented  
Induced  
Inspected  
Installed  
Introduced  
Isolated

Labelled  
Liquefied  
Manufactured  
Mapped  
Matched  
Measured  
Modeled  
Modified  
Mounted  
Neutralized  
Operated  
Overhauled  
Performed (procedure)  
Permeated  
Photographed  
Plotted (data)  
Prepared  
Preserved  
Probed  
Processed  
Programmed

Purified  
Rated  
Recognized  
Recorded  
Rectified  
Refined (solution)  
Regulated  
Remediated  
Remodeled  
Removed  
Repaired  
Restored  
Reversed  
Scanned  
Scraped  
Segmented  
Separated  
Simulated  
Solidified  
Specialized  
Specified

Stabilized  
Standardized  
Stimulated  
Studied  
Suppressed  
Surveyed  
Suspended  
Synchronized  
Tallied  
Tied  
Tightened  
Transferred  
Translated  
Transmitted  
Trimmed  
Troubleshoot  
Upgraded  
Utilized  
Weighed

**Accomplishment  
Verbs**

Accelerated  
Accomplished  
Acquired  
Achieved  
Adapted  
Advanced  
Appointed  
Attained  
Awarded  
Boosted  
Broadened  
Built  
Challenged  
Completed  
Convinced

Decreased (costs, time)  
Discovered  
Doubled, Tripled  
Entrusted (with, to)  
Exceeded  
Expedited  
Honed (skills)  
Increased  
Improved  
Initiated  
Innovated  
Introduced  
Launched  
Led  
Leveraged  
Managed  
Mastered  
Maximized

Minimized  
Modernized  
Nullified  
Optimized  
Organized  
Overcame  
Oversaw  
Perfected  
Persuaded  
Pioneered  
Planned  
Raised  
Recognized (for)  
Redesigned  
Reduced (time, costs)  
Rejuvenated  
Revitalized  
Selected

Shortened  
Solved  
Streamlined  
Strengthened  
Succeeded  
Surpassed  
Topped  
Transformed  
Transitioned  
Trusted (to)  
Upgraded  
Won  
Yielded