

List of Action Verbs for Resumes and Professional Profiles

Management / Leadership Skills

Administered

Teaching Skills

Adapted	Conducted	Encouraged	Guided	Individualized	Persuaded	Tested
Advised	Coordinated	Evaluated	Individualized	Informed	Set Goals	Trained
Clarified	Critiqued	Explained	Informed	Instilled	Simulated	Transmitted
Coached	Developed	Facilitated	Instilled			