



CAREER SERVICES

Action words for APR Statements

Action Verbs

Management Skills	Spoke	Coordinated	Revised	Operated
Administered	Translated	Developed	Revitalized	Ordered
Analyzed	Wrote	Enabled	Setup	Organized
Assigned		Encouraged	Shaped	Prepared
Chaired	Research Skills	Evaluated	Streamlined	Processed
Consolidated	Clarified	Explained	Structured	Purchased
Contracted	Collected	Facilitated	Tabulated	Recorded
Coordinated	Critiqued	Guided	Validated	Retrieved
Delegated	Diagnosed	Informed		Screened
Developed	Evaluated	Instructed	Helping Skills	Specified
Directed	Examined	Lectured	Assessed	Systematized
Evaluated	Extracted	Persuaded	Assisted	
Executed	Identified	Set goals	Clarified	Stronger Verbs for Accomplishments
Organized	Inspected	Stimulated	Coached	Accelerated
Oversaw	Interpreted	Taught	Counseled	Achieved
Planned	Interviewed	Trained	Demonstrated	Attained
Prioritized	Investigated		Diagnosed	Completed
Produced	Inspired	Financial Skills	Educated	Conceived
Recommended	Investigated	Administered	Facilitated	Convinced
Reorganized	Organized	Allocated	Familiarized	Discovered
Reviewed	Reviewed	Analyzed	Guided	Doubled
Scheduled	Summarized	Appraised	Inspired	Effectuated
Supervised	Surveyed	Audited	Motivated	Eliminated
	Systemized	Balanced	Participated	Expanded
Communication Skills	Technical Skills	Budgeted	Provided	Expedited
Addressed	Assembled	Calculated	Referred	Founded
Arbitrated	Built	Computed	Rehabilitated	Improved
Arranged	Calculated	Developed	Represented	Increased
Authored	Computed	Managed	Reinforced	Initiated
Co-authored	Designed	Planned	Supported	Innovated
Collaborated	Devised	Projected	Taught	Introduced
Corresponded	Devised	Researched	Trained	Invented
Developed	Engineered		Verified	Launched
Directed	Fabricated	Creative Skills		Mastered
Drafted	Maintained	Acted	Clerical or Detail Skills	Originated
Enlisted	Operated	Conceptualized	Approved	Overcame
Formulated	Pinpointed	Created	Arranged	Overhauled
Influenced	Programmed	Customized	Catalogued	Pioneered
Interpreted	Remodeled	Designed	Classified	Reduced
Lectured	Repaired	Developed	Collected	Resolved
Mediated	Solved	Directed	Compiled	Revitalized
Moderated		Established	Dispatched	Spearheaded
Negotiated	Teaching Skills	Fashioned	Executed	Strengthened
Persuaded	Adapted	Illustrated	Filed	Transformed
Promoted	Advised	Instituted	Generated	Upgraded
Proposed	Clarified	Integrated	Implemented	
Publicized	Coached	Performed	Inspected	
Reconciled	Communicated	Planned	Monitored	
Recruited	Conducted	Proved		