

tip sheet



MOSAIC

ACTION VERBS

Action verbs help describe the skills you've used to potential employers. Use action verbs to polish your resume and to more precisely describe your skills, strengths and accomplishments.

ANALYTICAL

analyzed	critiqued	examined	prioritized	substantiated
ascertained	deciphered	forecasted	formulated	synthesized
assessed	deliberated	integrated	projected	validated
compared	determined	investigated	questioned	verified
computed	devised	justified	rated	
conceptualized	diagnosed	measured	recommended	
concluded	estimated	negotiated	researched	
confirmed	evaluated	prescribed	scrutinized	
			studied	

COMMUNICATION

addressed	corresponded	formulated	negotiated	spoke
arbitrated	developed	influenced	persuaded	translated
arranged	directed	interpreted	promoted	wrote
authored	drafted	lectured	publicized	
collaborated	edited	mediated	reconciled	
convinced	enlisted	moderated	recruited	

CREATIVITY

brainstormed	envisioned	shaped
constructed	fabricated	visualized
designed	illustrated	
engineered	produced	

FLEXIBILITY

accommodated	amended	improvised
adapted	balanced	tailored
adjusted	converted	
altered	grew	

INITIATIVE

accelerated	coordinated	expedited	introduced	overhauled
accomplished	created	implemented	launched	pioneered
achieved	dedicated	improved	minimized	revamped
acquired	demonstrated	increased	mobilized	revised
advanced	enriched	initiated	modernized	spearheaded
bolstered	established	innovated	modified	stimulated
built	expanded	inspired	multiplied	suggested



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ACTION VERBS

LEADERSHIP

administered	chaired	empowered	guided	monitored
advised	coached	enabled	hired	motivated
allocated	delegated	encouraged	influenced	officiated
allowed	designated	endorsed	instructed	recruited
appointed	directed	enhanced	interviewed	sanctioned
approved	educated	facilitated	judged	supervised
assigned	elicited	fostered	led	trained
authorized	employed	founded	moderated	

ORGANIZATION

arranged	centralized	consolidated	organized	regulated
assembled	charted	correlated	oriented	scheduled
budgeted	classified	indexed	planned	systematized
calculated	collected	linked	processed	tabulated
catalogued	compiled	orchestrated	recorded	

PROBLEM SOLVING

aided	extended	procured	remedied	solicited
alleviated	extracted	reconciled	remodeled	solved
ameliorated	finalized	rectified	repaired	streamlined
augmented	fulfilled	reduced	restored	strengthened
counseled	generated	refined	retrieved	supplemented
customized	identified	reformed	revitalized	transformed
debugged	interceded	rehabilitated	revived	
eased	invented	reinforced	settled	
elevated	lightened	rejuvenated		
enlarged	polished	relieved		

TEAMWORK

assisted	mediated
collaborated	participated
contributed	partnered
cooperated	

