

PROGRAMA INTERNACIONAL DE PRÁCTICAS



Action Verbs and Strong Adjectives – RESUME CV

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