

Action Verbs for Resumes & Cover Letters

Management/ Leadership

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised
terminated

Communication /People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
consulted
contacted
convinced
corresponded
described
developed
directed
discussed
drafted
edited
enlisted
explained
expressed
formulated
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
marketed
mediated
moderated
negotiated
observed
outlined
participated
presented
promoted
proposed
publicized
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
formulated
gathered
identified
inspected
interviewed
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
tested

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
designed
determined
developed
engineered
fabricated
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored

solved
specialized
studied
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
encouraged
evaluated
explained
facilitated
focused
guided
informed
instructed
motivated
persuaded
set goals
simulated
taught
trained
transmitted
tutored

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched

Creative Skills

adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
entertained
established
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
insured
motivated

provided
referred
presented
resolved
simplified
supplied
supported
volunteered

Organization/ Detail Skills

approved
arranged
cataloged
categorized
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
registered
responded
reviewed
scheduled
set-up
supplied
updated
verified

Accomplish- ments

achieved
completed
expanded
exceeded
improved
pioneered
resolved
restored
spearheaded
succeeded
surpassed
transformed
won

