**LIST OF ACTION VERBS FOR RESUMES AND COVER LETTERS**

**Begin your job description with impactful action verbs that highlight your skills!**

**Management/ Leadership Skills**

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

**Communication/ People Skills**

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

**Research Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| clarified | detected  | experimented  | identified  | investigated  | searched  |
| collected  | determined  | explored  | inspected  | located  | solved  |
| compared  | diagnosed  | extracted  | interpreted  | measured  | surveyed  |
| conducted  | evaluated  | formulated  | interviewed  | organized  | systematized  |
| critiqued | examined  | gathered  | invented  | researched  | tested |

**Technical Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| adapted  | constructed  | engineered  | overhauled  | repaired  | studied  |
| assembled | converted  | fabricated  | printed  | replaced  | upgraded  |
| built  | debugged  | fortified  | programmed  | restored  | utilized |
| calculated | designed  | installed  | rectified  | solved  |  |
| computed  | determined  | maintained  | regulated  | specialized  |  |
| conserved  | developed  | operated  | remodeled  | standardized  |  |

**Teaching Skills**

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

**Creative Skills**

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

**Helping Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| adapted  | assisted | counseled  | expedited  | insured  | rehabilitated  |
| advocated  | clarified  | demonstrated  | facilitated  | intervened  | resolved  |
| aided  | coached  | diagnosed  | familiarize  | motivated  | simplified  |
| answered  | collaborated  | educated  | furthered  | presented  | supplied  |
| arranged | contributed  | encouraged | guided  | provided  | supported  |
| assessed  | cooperated  | ensured  | helped  | referred  | volunteered |

 **Organization/ Details Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| approved  | compiled  | inspected  | prepared  | reviewed  | systematized  |
| arranged  | corresponded  | logged  | processed  | routed  | updated  |
| cataloged  | distributed  | maintained  | provided  | scheduled  | validated  |
| categorized  | executed | monitored  | purchased  | screened  | verified |
| charted  | filed  | obtained  | recorded  | set up  |  |
| classified  | generated  | operated  | registered  | standardized  |  |
| coded  | implemented  | ordered | reserved  | submitted  |  |
| collected  | incorporated  | organized  | responded  | supplied |  |

 **Accomplishments**

accomplished

achieved

awarded

boosted

built

chaired

coached

completed

decreased

earned

enhanced

established

exceeded

expanded

founded

implemented

improved

increased

innovated

launched

maximized

mentored

outperformed

pioneered

promoted

published

ranked

redesigned

reduced

resolved

restored

restructured

spearheaded

streamlined

strengthened

succeeded

suggested

surpassed

transformed upgraded

won