

ACTION VERBS FOR RESUMES AND COVER LETTERS

Management	Communication	Research	Technical	Teaching
achieved	addressed	clarified	analyzed	adapted
administered	arbitrated	collected	assembled	advised
analyzed	arranged	conceived	built	clarified
assigned	authored	critiqued	calculated	coached
attained	communicated	detected	computed	communicated
chaired	corresponded	diagnosed	designed	coordinated
conceived	counseled	disproved	devised	defined
contracted	developed	evaluated	engineered	developed
consolidated	defined	examined	fabricated	enabled
coordinated	directed	extracted	inspected	encouraged
decided	drafted	identified	maintained	evaluated
delegated	edited	inspected	operated	explained
developed	enlisted	interpreted	overhauled	facilitated
directed	formulated	interviewed	programmed	guided
encouraged	influenced	investigated	remodeled	informed
evaluated	interpreted	organized	repaired	initiated
executed	lectured	researched	solved	instructed
handled	mediated	reported	trained	lectured
implemented	moderated	reviewed	upgraded	persuaded
improved	motivated	searched		presented
incorporated	negotiated	studied		set goals
increased	persuaded	summarized		stimulated
inspired	promoted	surveyed		taught
launched	publicized	systematized		trained
led	reconciled	wrote		updated
managed	reunited			
motivated	renegotiated			
organized	reported			
outlined	researched			
oversaw	summarized			
planned	spoke			
prioritized	translated			
produced	wrote			

ACTION VERBS FOR RESUMES AND COVER LETTERS

recommended
reevaluated
rejected
reported
reviewed
scheduled
strengthened
supervised
united

Financial	Creative	Helping	Clerical or Detail
adjusted	acted	advised	activated
administered	applied	aided	altered
allocated	composed	assessed	assembled
analyzed	conceived	assisted	approved
appraised	conceptualized	brought	arranged
audited	created	clarified	catalogued
balanced	designed	coached	classified
budgeted	developed	coordinated	collected
calculated	directed	counseled	compiled
compared	established	dealt	described
computed	evaluated	demonstrated	dispatched
developed	fashioned	diagnosed	edited
estimated	formed	educated	estimated
forecast	formulated	encouraged	executed
forecasted	founded	enlisted	gathered
managed	illustrated	expedited	generated
marketed	instituted	facilitated	implemented
planned	integrated	familiarized	inspected
projected	introduced	guided	listed
reevaluated	invented	helped	maintained
reconciled	loaded	inspired	monitored
researched	molded	maintained	observed
sold	originated	modified	operated

ACTION VERBS FOR RESUMES AND COVER LETTERS

perceived	performed	organized
performed	referred	overhauled
planned	rehabilitated	prepared
presented	represented	processed
produced	supported	proofread
refined	upheld	published
rewrote		purchased
updated		recorded
		reduced
		retrieved
		screened
		specified
		streamlined
		systematized

Additional Action Verbs

anticipated	experimented	lectured	received	scheduled
arbitrated	explained	lifted	recommended	selected
ascertained	expressed	listened	reconciled	sensed
charted	extracted	logged	painted	separated
checked	filed	maintained	perceived	served
classified	financed	made	performed	sewed
collected	fixed	managed	persuaded	shaped
completed	followed	manipulated	photographed	shared
conducted	formulated	mediated	piloted	showed
conserved	founded	memorized	planned	sketched
consolidated	gathered	modeled	played	solved
constructed	gave	monitored	predicted	sorted
controlled	generated	motivated	prepared	summarized
coordinated	guided	navigated	prescribed	supervised
counseled	handled	negotiated	presented	supplied
created	headed	observed	printed	symbolized
decided	helped	obtained	processed	synergized
defined	hypothesized	offered	produced	synthesized
delivered	identified	operated	programmed	systematized

ACTION VERBS FOR RESUMES AND COVER LETTERS

detailed	illustrated	ordered	projected	talked
detected	imagined	organized	promoted	taught
determined	implemented	originated	proof-read	tended
devised	improved	painted	protected	tested
diagnosed	improvised	perceived	provided	trained
directed	increased	performed	publicized	transcribed
discovered	influenced	persuaded	purchased	translated
dispensed	informed	photographed	recorded	traveled
displayed	initiated	piloted	recruited	treated
disproved	innovated	planned	reduced	troubleshoot
dissected	inspected	played	referred	tutored
distributed	installed	predicted	rehabilitated	typed
diverted	instituted	prepared	related	unified
dramatized	instructed	prescribed	rendered	united
drew	integrated	presented	repaired	upgraded
drove	interpreted	printed	reported	used
eliminated	interviewed	processed	represented	utilized
empathized	invented	produced	researched	verbalized
enforced	inventoried	programmed	resolved	warned
established	investigated	questioned	responded	washed
estimated	judged	raised	restored	weighed
evaluated	kept	read	retrieved	wired
examined	led	realized	reviewed	worked
expanded	learned	reasoned	risked	