

# Example Action Verbs for your Resume & Cover Letter

## ADVISING / COUNSELING / MEDIATION SKILLS

Accentuated	Debated	Initiated	Recruited
Acknowledged	Dedicated (to)	Innovated	Referred
Adapted	Defined	Inspired	Rehabilitated
Adopted	Delegated	Instituted	Reinforced
Advised	Delivered	Instructed	Reiterated
Advocated	Demonstrated	Insured	Replied
Affirmed	Designed	Integrated	Reported
Aided	Developed	Interacted	Represented
Answered	Devoted (to)	Interceded	Requested
Anticipated	Diagnosed	Interpreted	Researched
Appraised	Directed	Intervened	Resolved
Approached	Discussed	Interviewed	Responded
Arbitrated	Eased	Involved	Reviewed
Arranged	Educated	Learned	Revised
Articulated	Elicited	Lectured	Rewarded
Aspired (to)	Embraced	Listened	Set goals
Assessed	Empowered	Mediated	Sharpened
Assisted	Enabled	Mentored	Simplified
Calmed	Enacted	Moderated	Skilled
Cared	Encouraged	Motivated	Solicited
Clarified	Engaged	Negotiated	Solved
Coached	Enlisted	Nominated	Specified
Collaborated	Enriched	Notified	Started
Commended	Ensured	Nurtured	Stimulated
Communicated	Evaluated	Observed	Strengthened
Conceptualized	Expedited	Outlined	Suggested
Conducted	Explained	Participated	Summarized
Conferred	Expressed	Persuaded	Supervised
Consoled	Facilitated	Planned	Supplied
Consulted	Familiarized	Praised	Supported
Contacted	Formulated	Presented	Synthesized
Contributed	Fostered	Presided	Taught
Conveyed	Furthered	Prevented	Trained
Convinced	Generated	Promoted	Translated
Cooperated	Guided	Proposed	Tutored
Coordinated	Helped	Provided	Verified
Corresponded	Illustrated	Read	Voiced
Counseled	Influenced	Recommended	Volunteered
Critiqued	Informed	Reconciled	

## Career and Professional Development: Action Verbs: Page Two

### ADMINISTRATION / MANAGEMENT / ORGANIZATION

Accelerated	Controlled	Formulated	Named (as)	Revamped
Accomplished	Convened	Founded	Negotiated	Reviewed
Achieved	Converted	Fulfilled	Networked	Revised
Adapted	Cooperated	Funded	Nominated	Revitalized
Adhered	Coordinated	Furthered	Obtained	Rewarded
Administered	Decentralized	Generated	Operated	Routed
Advanced	Decided	Governed	Optimized	Saved
Advertised	Decreased	Granted	Ordered	Scheduled
Advocated	Defined	Guaranteed	Organized	Selected
Alleviated	Delegated	Guided	Originated	Served (as)
Allocated	Delivered	Handled	Outlined	Set goals
Analyzed	Demonstrated	Headed	Overhauled	Shaped
Announced	Designated	Highlighted	Oversaw	Simplified
Anticipated	Detailed	Hired	Participated	Skilled (at)
Appealed	Determined	Illustrated	Partnered	Spearheaded
Applied	Developed	Implemented	Perceived	Stabilized
Appointed	Devised	Improved	Performed	Staffed
Approached	Directed	Improvised	Persevered	Steered
Appropriated	Diversified	Incorporated	Planned	Stimulated
Approved	Elected	Increased	Positioned	Strategized
Arbitrated	Eliminated	Influenced	Predicted	Streamlined
Arranged	Employed	Initiated	Prepared	Strengthened
Assessed	Enabled	Innovated	Presided	Succeeded
Assigned	Endorsed	Inspired	Prevailed	Supervised
Assured	Energized	Instilled	Prioritized	Supported
Attained	Enforced	Instituted	Processed	Sponsored
Attended	Engineered	Integrated	Produced	Surpassed
Audited	Enhanced	Interacted	Progressed	Surveyed
Augmented	Enlarged	Interfaced	Projected	Thrived
Authorized	Enlightened	Intervened	Promoted	Transacted
Awarded	Enlisted	Introduced	Proposed	Transformed
Budgeted	Enriched	Invited	Provided	Unified
Built	Ensured	Involved	Purchased	United
Catalogued	Envisioned	Launched	Pursued	Updated
Centralized	Established	Led	Qualified	Upgraded
Chaired	Estimated	Licensed	Realized	Utilized
Challenged	Evaluated	Linked	Recognized (by)	Validated
Coached	Examined	Maintained	Recommended	Vitalized
Collaborated	Exceeded	Managed	Recruited	
Commenced	Excelled	Mapped out	Reduced	
Committed	Executed	Marketed	Referred	
Completed	Exhibited	Mastered	Regulated	
Concentrated	Expanded	Maximized	Reinforced	
Conceptualized	Expedited	Mentored	Reorganized	
Conducted	Extended	Merged	Replaced	
Conserved	Familiarized	Met	Represented	
Consolidated	Filed	Mobilized	Reshaped	
Constructed	Finalized	Modeled	Resolved	
Consulted	Financed	Monitored	Responded	
Contracted	Finished	Motivated	Restored	
Contributed	Focused	Mounted	Retained	

**COMMUNICATIONS: WRITING / PRESENTATION SKILLS**

Accomplished	Cultivated	Governed	Perfected	Solicited
Achieved	Customized	Guided	Performed	Solidified
Acknowledged	Debated	Identified	Personalized	Solved
Acted	Decided	Illustrated	Persuaded	Specified
Adapted	Defended	Implemented	Piloted	Spoke
Addressed	Defined	Improved	Placed	Sponsored
Advertised	Delivered	Incorporated	Planned	Staffed
Affirmed	Demonstrated	Increased	Praised	Stimulated
Amended	Derived	Influenced	Prepared	Strategized
Analyzed	Designated	Informed	Presented	Streamlined
Answered	Designed	Initiated	Presided	Strengthened
Appointed	Detailed	Innovated	Processed	Succeeded
Appraised	Determined	Inspected	Produced	Suggested
Approved	Developed	Inspired	Profiled	Summarized
Arbitrated	Devised	Instituted	Programmed	Supervised
Argued	Directed	Instructed	Promoted	Supported
Arranged	Discovered	Integrated	Prompted	Surpassed
Articulated	Discussed	Interacted	Proofread	Synthesized
Assessed	Displayed	Interpreted	Proposed	Tailored
Authored	Disseminated	Interviewed	Prosecuted	Targeted
Briefed	Distributed	Introduced	Protected	Taught
Broadened	Documented	Invented	Proved	Thanked
Campaigned	Drafted	Investigated	Provided	Trained
Chaired	Drew	Involved	Publicized	Translated
Cited	Edited	Joined	Published	Unveiled
Clarified	Elicited	Judged	Pursued	Urged
Coached	Engaged	Justified	Quoted	Valued
Collaborated	Enhanced	Launched	Realized	Verified
Combined	Enlisted	Learned	Recommended	Viewed
Communicated	Entertained	Lectured	Reconciled	Visualized
Compared	Established	Led	Recruited	Vitalized
Compiled	Evaluated	Liaised	Redesigned	Voiced
Composed	Examined	Listened	Re-established	Wrote
Conceived	Exceeded	Litigated	Referred	
Conceptualized	Exchanged	Lobbied	Reinforced	
Condensed	Executed	Marketed	Replied	
Conducted	Exercised	Mastered	Reported	
Conferred	Expanded	Mobilized	Represented	
Connected	Expedited	Modeled	Requested	
Consulted	Explained	Moderated	Researched	
Contracted	Expressed	Modified	Reshaped	
Convened	Fashioned	Molded	Resolved	
Conveyed	Focused	Motivated	Responded	
Convinced	Forecasted	Negotiated	Reviewed	
Cooperated	Formalized	Nominated	Revised	
Coordinated	Formed	Notified	Revitalized	
Corresponded	Formulated	Observed	Rewrote	
Crafted	Founded	Oriented	Selected	
Created	Furnished	Originated	Served	
Critiqued	Gathered	Outlined	Shaped	
Cross-examined	Generated	Participated	Simplified	

**DATA / FINANCIAL SKILLS**

Accounted	Factored	Reshaped
Accrued	Financed	Reversed
Accumulated	Forecasted	Reviewed
Acquired	Formulated	Revitalized
Added	Funded	Saved
Adjusted	Gained	Scheduled
Administered	Generated	Secured
Allocated	Handled	Seized
Allotted	Implemented	Sold
Analyzed	Improved	Solicited
Appraised	Incorporated	Sourced
Approved	Increased	Specified
Assessed	Inspired	Strengthened
Assigned	Invested	Supplemented
Attained	Justified	Systematized
Audited	Launched	Trimmed
Balanced	Led	Tripled
Budgeted	Lessened	Underwrote
Calculated	Liquidated	Upgraded
Certified	Maintained	Yielded
Clarified	Managed	
Classified	Marketed	
Collected	Measured	
Computed	Minimized	
Conserved	Netted	
Consolidated	Oversaw	
Contracted	Paid	
Controlled	Planned	
Corrected	Prepared	
Cut (costs)	Prioritized	
Decided	Procured	
Decreased	Produced	
Defined	Profited	
Defrayed	Programmed	
Delegated	Projected	
Determined	Purchased	
Developed	Qualified	
Directed	Raised	
Disbursed	Ranked	
Dispensed	Rebuilt	
Distributed	Recommended	
Diverted	Reconciled	
Doubled	Recovered	
Earned	Rectified	
Economized	Redirected	
Eliminated	Reduced	
Enlarged	Reengineered	
Estimated	Reimbursed	
Evaluated	Renewed	
Exceeded	Reported	
Executed	Researched	

**RESEARCH / ANALYTICAL / PROBLEM SOLVING SKILLS**

Adapted	Exhibited	Prioritized
Administered	Expanded	Processed
Analyzed	Experimented	Programmed
Applied	Explained	Proofread
Assembled	Explored	Proved
Assessed	Extracted	Publicized
Assisted	Facilitated	Published
Augmented	Focused	Quantified
Awarded	Followed	Questioned
Briefed	Forecasted	Queried
Catalogued	Formed	Recorded
Categorized	Formulated	Recruited
Certified	Found	Referenced
Charted	Gathered	Registered
Checked	Gauged	Released
Chronicled	Generated	Reported
Clarified	Graphed	Researched
Classified	Grouped	Restored
Communicated	Guided	Retrieved
Compared	Identified	Reviewed
Compiled	Implemented	Safeguarded
Conceived	Implied	Screened
Conceptualized	Influenced	Searched
Concluded	Informed	Simulated
Conducted	Initiated	Solved
Confirmed	Innovated	Specified
Consolidated	Inspected	Standardized
Constructed	Installed	Streamlined
Consulted	Instituted	Studied
Correlated	Interpreted	Submitted
Critiqued	Interviewed	Summarized
Customized	Invented	Supplemented
Delivered	Inventoried	Surveyed
Demonstrated	Investigated	Synthesized
Designed	Isolated	Systematized
Detected	Lectured	Tabulated
Determined	Listened	Tested
Developed	Located	Testified
Diagnosed	Measured	Theorized
Directed	Modified	Tracked
Discovered	Monitored	Troubleshoot
Discussed	Obtained	Validated
Distributed	Organized	Verified
Documented	Originated	
Drafted	Piloted	
Edited	Pinpointed	
Enacted	Pioneered	
Enforced	Planned	
Estimated	Prepared	
Evaluated	Prevented	
Examined	Printed	