

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	

ADMINISTRATION / MANAGEMENT / ORGANIZATION

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

COMMUNICATIONS: WRITING / PRESENTATION SKILLS

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

DATA / FINANCIAL SKILLS

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

RESEARCH / ANALYTICAL / PROBLEM SOLVING SKILLS

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