

Action Verbs to Use in Resumes and Cover Letters

When constructing your resume and cover letter, it is important to **utilize strong action verbs to showcase your experience and achievements** regarding your education, employment, academic projects, etc. Identify action verbs that best match your experiences from the list below and input into your resume and cover letter. Make sure to vary your action verbs so as not to be repetitive.

COMMUNICATION/PEOPLE SKILLS

Addressed	Consulted	Drafted	Interpreted	Networked	Recruited
Advertised	Contacted	Edited	Interviewed	Obtained	Referred
Arbitrated	Conveyed	Explained	Joined	Outlined	Reported
Arranged	Convinced	Expressed	Lectured	Participated	Resolved
Articulated	Corresponded	Formulated	Led	Persuaded	Responded
Authored	Created	Helped	Listened	Presented	Solicited
Clarified	Debated	Identified	Marketed	Promoted	Specified
Collaborated	Defined	Incorporated	Mediated	Proposed	Suggested
Communicated	Developed	Influenced	Moderated	Publicized	Summarized
Composed	Directed	Informed	Motivated	Published	Translated
Condensed	Discussed	Interacted	Negotiated	Read	Wrote

CREATIVE SKILLS

Acted	Designed	Fashioned	Invented	Pioneered	Sketched
Adapted	Developed	Formulated	Launched	Planned	Solidified
Combined	Devised	Founded	Marketed	Published	Solved
Composed	Directed	Generated	Modeled	Redesigned	Spearheaded
Conceived	Displayed	Illustrated	Modernized	Remodeled	Started
Conceptualized	Drafted	Initiated	Modified	Renovated	Stimulated
Condensed	Drew	Innovated	Originated	Replaced	Strategized
Conducted	Entertained	Instituted	Painted	Revised	Transformed
Created	Established	Integrated	Performed	Revitalized	Visualized
Customized	Executed	Introduced	Photographed	Shaped	Wrote

DATA/FINANCIAL SKILLS

Administered	Compounded	Increased	Profited	Remedied	Strengthened
Allocated	Computed	Managed	Projected	Researched	Submitted
Analyzed	Converted	Maximized	Purchased	Reserved	Substantiated
Appraised	Decreased	Measured	Quantified	Retrieved	Supplemented
Assessed	Developed	Minimized	Raised	Satisfied	Sustained
Audited	Earned	Monitored	Rated	Scrutinized	Tabulated
Balanced	Estimated	Multiplied	Reconciled	Secured	Tailored
Budgeted	Financed	Netted	Recorded	Settled	Totaled
Calculated	Forecasted	Prepared	Reduced	Solved	Transferred
Compiled	Grossed	Procured	Refined	Sought	Yielded

LEADERSHIP SKILLS

Accounted for	Condensed	Eliminated	Handled	Navigated	Restructured
Administered	Consolidated	Employed	Headed	Organized	Reviewed
Advanced	Controlled	Established	Hired	Oversaw	Saved
Appointed	Coordinated	Evaluated	Increased	Performed	Scheduled
Approved	Cultivated	Executed	Initiated	Planned	Secured
Assigned	Decided	Expanded	Instituted	Prioritized	Streamlined
Centralized	Delegated	Formulated	Led	Produced	Strengthened
Chaired	Determined	Founded	Maintained	Proposed	Supervised
Changed	Developed	Generated	Managed	Recruited	Tailored
Commissioned	Directed	Grew	Motivated	Regulated	

ORGANIZATIONAL SKILLS

Accomplished	Collected	Extracted	Inspected	Processed	Standardized
Achieved	Compiled	Facilitated	Integrated	Recorded	Streamlined
Approved	Completed	Filed	Monitored	Reorganized	Systematized
Arranged	Consolidated	Generated	Operated	Revamped	Tabulated
Catalogued	Corrected	Identified	Organized	Revised	Updated
Classified	Executed	Implemented	Prepared	Scheduled	Validated
Collaborated	Expedited	Incorporated	Prioritized	Specialized	Verified

PROBLEM SOLVING SKILLS

Alleviated	Created	Foresaw	Investigated	Repaired	Revived
Analyzed	Deciphered	Formulated	Modified	Researched	Resolved
Collaborated	Developed	Found	Monitored	Revamped	Solved
Conceived	Diagnosed	Implemented	Recommended	Reviewed	Streamlined
Conceptualized	Engineered	Improved	Remedied	Revitalized	Synthesized

RESEARCH SKILLS

Acquired	Critiqued	Experimented	Inspected	Measured	Reviewed
Analyzed	Designed	Extracted	Instituted	Minimized	Solved
Calculated	Detected	Extrapolated	Interpreted	Modified	Studied
Charted	Determined	Formulated	Interviewed	Observed	Summarized
Collected	Diagnosed	Gathered	Investigated	Organized	Surveyed
Compared	Differentiated	Hypothesized	Justified	Processed	Systematized
Compiled	Documented	Identified	Led	Published	Tested
Conducted	Examined	Inferred	Linked	Researched	

RESULTS DRIVEN/INITIATIVE

Accelerated	Consolidated	Exceeded	Improved	Minimized	Re-established
Accomplished	Constructed	Excelled	Initiated	Obtained	Reduced
Achieved	Contributed	Expanded	Increased	Opened	Renovated
Advanced	Decreased	Expedited	Integrated	Orchestrated	Restored
Attained	Delivered	Extended	Introduced	Overcame	Stabilized
Augmented	Demonstrated	Finalized	Invented	Pioneered	Standardized
Built	Eliminated	Gained	Joined	Produced	Targeted
Combined	Ensured	Generated	Launched	Qualified	Transformed
Completed	Established	Grew	Maximized	Received	Validated

TEACHING/HELPING SKILLS

Adapted	Communicated	Educated	Implemented	Mentored	Shaped
Advised	Conducted	Empowered	Incorporated	Modified	Solicited
Advocated	Coordinated	Enabled	Influenced	Motivated	Structured
Aided	Corrected	Encouraged	Informed	Observed	Supplied
Applied	Counseled	Evaluated	Initiated	Organized	Supported
Assessed	Critiqued	Explained	Instilled	Provided	Taught
Assigned	Defined	Facilitated	Instructed	Questioned	Tested
Assisted	Demonstrated	Generated	Interacted	Referred	Trained
Cared	Designated	Guided	Integrated	Reinforced	Tutored
Clarified	Developed	Helped	Led	Resolved	Valued
Coached	Directed	Identified	Listened	Rewarded	Volunteered

TECHNICAL SKILLS

Activated	Customized	Displayed	Formed	Redesigned	Retrieved
Assembled	Debugged	Elevated	Installed	Re-engineered	Screened
Automated	Deciphered	Engineered	Maintained	Rehabilitated	Serviced
Built	Delivered	Enhanced	Navigated	Remodeled	Specialized
Calculated	Designed	Excelled	Operated	Repaired	Standardized
Computed	Detected	Exercised	Overhauled	Replaced	Supplied
Constructed	Developed	Exhibited	Programmed	Resolved	Trained
Converted	Devised	Fabricated	Rebuilt	Restored	Upgraded