

Action Verbs

Action verbs should be used abundantly throughout your resume and cover letters to promote your achievements. They help make a strong impression.

Use action verbs extensively in sales copy. Begin benefit statements with action verbs but in the active voice.

Management

achieved
administered
analyzed
assigned
attained
chaired
conceived
contracted
consolidated
coordinated
decided
delegated
developed
directed
encouraged
evaluated
executed
handled
implemented
improved
incorporated
increased
inspired
launched
led
managed
motivated
organized
outlined
oversaw
planned
prioritized
produced
recommended
reevaluated
rejected
reported
reviewed
scheduled
strengthened
supervised
united

Communication

addressed
arbitrated
arranged
authored
communicated
corresponded
counseled
developed
defined
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
reunited
renegotiated
reported
researched
summarized
spoke
translated
wrote

Research

clarified
collected
conceived
critiqued
detected
diagnosed
disproved
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
researched
reported
reviewed
searched
studied
summarized
surveyed
systematized
wrote

Technical

analyzed
assembled
built
calculated
computed
designed
devised
engineered
fabricated
inspected
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching

adapted
advised
clarified
coached
communicated
coordinated
defined
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
lectured
persuaded
presented
set goals
stimulated
taught
trained
updated

Financial

adjusted
 administered
 allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 compared
 computed
 developed
 estimated
 forecast
 forecasted
 managed
 marketed
 planned
 projected
 reevaluated
 reconciled
 researched
 sold

Creative

acted
 applied
 composed
 conceived
 conceptualized
 created
 designed
 developed
 directed
 established
 evaluated
 fashioned
 formed
 formulated
 founded
 illustrated
 instituted
 integrated
 introduced
 invented
 loaded
 molded
 originated
 perceived
 performed
 planned
 presented
 produced
 refined
 rewrote
 updated

Helping

advised
 aided
 assessed
 assisted
 brought
 clarified
 coached
 coordinated
 counseled
 dealt
 demonstrated
 diagnosed
 educated
 encouraged
 enlisted
 expedited
 facilitated
 familiarized
 guided
 helped
 inspired
 maintained
 modified
 performed
 referred
 rehabilitated
 represented
 supported
 upheld

Clerical or Detail

activated
 altered
 assembled
 approved
 arranged
 catalogued
 classified
 collected
 compiled
 described
 dispatched
 edited
 estimated
 executed
 gathered
 generated
 implemented
 inspected
 listed
 maintained
 monitored
 observed
 operated
 organized
 overhauled
 prepared
 processed
 proofread
 published
 purchased
 recorded
 reduced
 retrieved
 screened
 specified
 streamlined
 systematized

Additional Action Verbs

anticipated
 arbitrated
 ascertained
 charted
 checked
 classified
 collected
 completed
 conducted
 conserved
 consolidated
 constructed
 controlled
 coordinated
 counseled
 created
 decided

experimented
 explained
 expressed
 extracted
 filed
 financed
 fixed
 followed
 formulated
 founded
 gathered
 gave
 generated
 guided
 handled
 headed
 helped

lectured
 lifted
 listened
 logged
 maintained
 made
 managed
 manipulated
 mediated
 memorized
 modeled
 monitored
 motivated
 navigated
 negotiated
 observed
 obtained

received
 recommended
 reconciled
 painted
 perceived
 performed
 persuaded
 photographed
 piloted
 planned
 played
 predicted
 prepared
 prescribed
 presented
 printed
 processed

scheduled
 selected
 sensed
 separated
 served
 sewed
 shaped
 shared
 showed
 sketched
 solved
 sorted
 summarized
 supervised
 supplied
 symbolized
 synergized

defined
delivered
detailed
detected
determined
devised
diagnosed
directed
discovered
dispensed
displayed
disproved
dissected
distributed
diverted
dramatized
drew
drove
eliminated
empathized
enforced
established
estimated
evaluated
examined
expanded

hypothesized
identified
illustrated
imagined
implemented
improved
improvised
increased
influenced
informed
initiated
innovated
inspected
installed
instituted
instructed
integrated
interpreted
interviewed
invented
inventoried
investigated
judged
kept
led
learned

offered
operated
ordered
organized
originated
painted
perceived
performed
persuaded
photographed
piloted
planned
played
predicted
prepared
prescribed
presented
printed
processed
produced
programmed
questioned
raised
read
realized
reasoned

produced
programmed
projected
promoted
proof-read
protected
provided
publicized
purchased
recorded
recruited
reduced
referred
rehabilitated
related
rendered
repaired
reported
represented
researched
resolved
responded
restored
retrieved
reviewed
risked

synthesized
systematized
talked
taught
tended
tested
trained
transcribed
translated
traveled
treated
troubleshoot
tutored
typed
unified
united
upgraded
used
utilized
verbalized
warned
washed
weighed
wired
worked