

Action Verbs

It is important to use **strong action verbs to highlight your skills and experience** in your resume and cover letters. Use the list below to vary your choice of verbs so you do not become repetitive.

Communication

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

Creative

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

Data / Financial

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

Management / Leadership

Accounted for	Changed	Developed	Guided	Navigated	Recruited
Achieved	Charted	Directed	Handled	Organized	Reorganized
Acquired	Commissioned	Eliminated	Headed	Originated	Replaced
Administered	Condensed	Emphasized	Hired	Overhauled	Restored
Advanced	Considered	Employed	Hosted	Oversaw	Restructured
Analyzed	Consolidated	Enforced	Improved	Performed	Reviewed
Anticipated	Contracted	Enhanced	Incorporated	Planned	Saved
Appointed	Controlled	Established	Increased	Predicted	Scheduled
Approved	Converted	Evaluated	Initiated	Presided	Secured
Assigned	Coordinated	Executed	Inspected	Prioritized	Selected
Attained	Corrected	Expanded	Instituted	Produced	Streamlined
Authorized	Decided	Finalized	Led	Proposed	Strengthened
Awarded	Decreased	Formulated	Maintained	Qualified	Supervised
Centralized	Delegated	Founded	Managed	Recognized	Tailored
Certified	Designated	Generated	Merged	Recommended	Terminated
Chaired	Determined	Grew	Motivated	Regulated	Updated

Organizational

Accomplished	Classified	Established	Lobbied	Provided	Settled
Achieved	Collaborated	Executed	Logged	Recorded	Simplified
Acquired	Collected	Expedited	Maintained	Rectified	Specialized
Administered	Compiled	Extracted	Monitored	Registered	Standardized
Adopted	Completed	Facilitated	Obtained	Reorganized	Streamlined
Advanced	Confirmed	Filed	Ordered	Reserved	Submitted
Allocated	Consolidated	Formalized	Operated	Responded	Suggested
Approved	Coordinated	Generated	Organized	Revamped	Systematized
Arranged	Corrected	Identified	Prepared	Revised	Tabulated
Catalogued	Corresponded	Implemented	Prioritized	Routed	Tracked
Categorized	Designated	Incorporated	Processed	Scheduled	Updated
Centralized	Designed	Inspected	Procured	Screened	Validated
Charted	Distributed	Integrated	Proved	Secured	Verified

Problem Solving

Alleviated	Customized	Extracted	Investigated	Remodeled	Revived
Analyzed	Debugged	Finalized	Modified	Repaired	Resolved
Augmented	Deciphered	Foresaw	Monitored	Researched	Satisfied
Brainstormed	Detected	Formulated	Procured	Restored	Solved
Collaborated	Developed	Found	Recommended	Retrieved	Streamlined
Conceived	Diagnosed	Generated	Rectified	Revamped	Supplemented
Conceptualized	Elevated	Implemented	Reduced	Reviewed	Synthesized
Created	Engineered	Improved	Remedied	Revitalized	Theorized

Research

Acquired	Compiled	Dissected	Gathered	Led	Published
Analyzed	Computed	Documented	Hypothesized	Linked	Researched
Assessed	Conducted	Estimated	Identified	Located	Reviewed
Calculated	Conceptualized	Evaluated	Inferred	Measured	Searched
Charted	Critiqued	Examined	Innovated	Minimized	Solved
Cited	Deciphered	Executed	Inspected	Modified	Studied
Clarified	Detected	Experimented	Interpreted	Observed	Summarized
Classified	Determined	Explored	Interviewed	Organized	Surveyed
Co-authored	Diagnosed	Extracted	Invented	Prioritized	Systematized
Collected	Differentiated	Extrapolated	Investigated	Processed	Tested
Compared	Discovered	Formulated	Justified	Projected	Validated

Results Driven/Initiative

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

Teaching / Helping

Accommodated	Coached	Directed	Guided	Mentored	Served
Accompanied	Collaborated	Eased	Helped	Modified	Set Goals
Adapted	Contributed	Educated	Identified	Motivated	Shaped
Adjusted	Communicated	Elevated	Implemented	Observed	Solicited
Advised	Conducted	Empowered	Incorporated	Organized	Solicited
Advocated	Cooperated	Enabled	Influenced	Partnered	Stimulated
Aided	Coordinated	Encouraged	Informed	Persuaded	Structured
Alleviated	Corrected	Enriched	Initiated	Prepared	Supplied
Applied	Counseled	Evaluated	Inspired	Provided	Supported
Assessed	Critiqued	Expedited	Instilled	Questioned	Taught
Assigned	Cultivated	Explained	Instructed	Referred	Tested
Assisted	Defined	Facilitated	Interacted	Rehabilitated	Trained
Assured	Demonstrated	Familiarized	Integrated	Reinforced	Translated
Bolstered	Designated	Focused	Led	Represented	Tutored
Cared	Developed	Fostered	Listened	Resolved	Valued
Clarified	Diagnosed	Generated	Persuaded	Rewarded	Volunteered

Teamwork

Accommodated	Augmented	Diversified	Harmonized	Motivated	Shared
Acknowledged	Balanced	Elevated	Ignited	Negotiated	Stimulated
Adapted	Blended	Encouraged	Improvised	Nominated	Supplemented
Adjusted	Buoyed	Energized	Instructed	Organized	Supported
Aided	Collaborated	Engaged	Involved	Participated	Tailored
Altered	Contributed	Enlisted	Joined	Partnered	Teamed
Amended	Cooperated	Forged	Melded	Performed	Unified
Anchored	Coordinated	Fostered	Mediated	Promoted	United
Assisted	Cultivated	Gathered	Merged	Recruited	Volunteered

Technical

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