

Action verbs for your cover letter and resume

Contributed by Business Letters Admin
Saturday, 22 March 2008
Last Updated Saturday, 22 March 2008

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

Communication

Research

Technical

Teaching

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

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

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

analyzed

assembled

built

calculated

computed

designed

devised

engineered

fabricated

inspected

maintained

operated

overhauled

programmed

remodeled

repaired

solved

trained

upgraded

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

Creative

Helping

Clerical
or Detail

adjusted

administered

allocated

analyzed

appraised

audited

balanced

budgeted

calculated

compared

computed

developed

estimated

forecast

forecasted

managed

marketed

planned

projected

reevaluated

reconciled

researched

sold

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

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

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

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

experimented

explained

expressed

extracted

filed

financed

fixed

followed

formulated

founded

gathered

gave

generated

guided

handled

headed

helped

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

lectured

lifted

listened

logged

maintained

made

managed

manipulated

mediated

memorized

modeled

monitored

motivated

navigated

negotiated

observed

obtained

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

received

recommended

reconciled

painted

perceived

performed

persuaded

photographed

piloted

planned

played

predicted

prepared

prescribed

presented

printed

processed

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

scheduled

selected

sensed

separated

served

sewed

shaped

shared

showed

sketched

solved

sorted

summarized

supervised

supplied

symbolized

synergized

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