

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	addressed	clarified	analyzed	adapted
administered	arbitrated	collected	assembled	advised
analyzed	arranged	conceived	built	clarified
assigned	authored	critiqued	calculated	coached
attained	communicated	detected	computed	communicated
chaired	corresponded	diagnosed	designed	coordinated
conceived	counseled	disproved	devised	defined
contracted	developed	evaluated	engineered	developed
consolidated	defined	examined	fabricated	enabled
coordinated	directed	extracted	inspected	encouraged
decided	drafted	identified	maintained	evaluated
delegated	edited	inspected	operated	explained
developed	enlisted	interpreted	overhauled	facilitated
directed	formulated	interviewed	programmed	guided
encouraged	influenced	investigated	remodeled	informed
evaluated	interpreted	organized	repaired	initiated
executed	lectured	researched	solved	instructed
handled	mediated	reported	trained	lectured
implemented	moderated	reviewed	upgraded	persuaded
improved	motivated	searched		presented
incorporated	negotiated	studied		set goals
increased	persuaded	summarized		stimulated
inspired	promoted	surveyed		taught
launched	publicized	systematized		trained
led	reconciled	wrote		updated
managed	reunited			
motivated	renegotiated			
organized	reported			
outlined	researched			
oversaw	summarized			
planned	spoke			
prioritized	translated			
produced	wrote			
recommended				
reevaluated				
rejected				
reported				
reviewed				
scheduled				
strengthened				
supervised				
united				

Financial	Creative	Helping	Clerical or Detail
adjusted	acted	advised	activated
administered	applied	aided	altered
allocated	composed	assessed	assembled
analyzed	conceived	assisted	approved
appraised	conceptualized	brought	arranged
audited	created	clarified	catalogued
balanced	designed	coached	classified
budgeted	developed	coordinated	collected
calculated	directed	counseled	compiled
compared	established	dealt	described
computed	evaluated	demonstrated	dispatched
developed	fashioned	diagnosed	edited
estimated	formed	educated	estimated
forecast	formulated	encouraged	executed
forecasted	founded	enlisted	gathered
managed	illustrated	expedited	generated
marketed	instituted	facilitated	implemented
planned	integrated	familiarized	inspected
projected	introduced	guided	listed
reevaluated	invented	helped	maintained
reconciled	loaded	inspired	monitored
researched	molded	maintained	observed
sold	originated	modified	operated
	perceived	performed	organized
	performed	referred	overhauled
	planned	rehabilitated	prepared
	presented	represented	processed
	produced	supported	proofread
	refined	upheld	published
	rewrote		purchased
	updated		recorded
			reduced
			retrieved
			screened
			specified
			streamlined
			systematized

Additional Action Verbs

anticipated	experimented	lectured	received	scheduled
arbitrated	explained	lifted	recommended	selected
ascertained	expressed	listened	reconciled	sensed
charted	extracted	logged	painted	separated
checked	filed	maintained	perceived	served
classified	financed	made	performed	sewed
collected	fixed	managed	persuaded	shaped
completed	followed	manipulated	photographed	shared
conducted	formulated	mediated	piloted	showed
conserved	founded	memorized	planned	sketched
consolidated	gathered	modeled	played	solved
constructed	gave	monitored	predicted	sorted
controlled	generated	motivated	prepared	summarized
coordinated	guided	navigated	prescribed	supervised
counseled	handled	negotiated	presented	supplied
created	headed	observed	printed	symbolized
decided	helped	obtained	processed	synergized
defined	hypothesized	offered	produced	synthesized
delivered	identified	operated	programmed	systematized
detailed	illustrated	ordered	projected	talked
detected	imagined	organized	promoted	taught
determined	implemented	originated	proof-read	tended

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

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

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

protected
provided
publicized
purchased
recorded
recruited
reduced
referred
rehabilitated
related
rendered
repaired
reported
represented
researched
resolved
responded
restored
retrieved
reviewed
risked

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