

Job-Seeker Action Verbs



No job-seeker should ever be without action verbs for describing accomplishments on your résumés and cover letters.

Job-seekers: Do not ever let your cover letter or résumé leave your hands until you have described your accomplishments, skills, and experiences using these key action verbs.

Remember to use these action verbs in writing your résumé and cover letters to increase the strength of your writing and make potential employers take notice of your accomplishments and skills!

We have organized our list of action verbs by general skill categories.

Communication/People Skills

Addressed	Consulted	Edited	Interacted	Observed	Reinforced
Advertised	Contacted	Elicited	Interpreted	Outlined	Reported
Arbitrated	Contributed	Enlisted	Interviewed	Participated	Resolved
Arranged	Conveyed	Encouraged	Involved	Persuaded	Responded
Articulated	Convinced	Engaged	Joined	Petitioned	Solicited
Authored	Corresponded	Explained	Judged	Presented	Specified
Clarified	Debated	Expressed	Lectured	Promoted	Spoke
Collaborated	Defined	Facilitated	Listened	Proposed	Suggested
Communicated	Developed	Formulated	Marketed	Publicized	Summarized
Composed	Directed	Furnished	Mediated	Reconciled	Synthesized
Condensed	Discussed	Incorporated	Moderated	Recruited	Translated
Conferred	Drafted	Influenced	Negotiated	Referred	Wrote

Creative Skills

Acted	Conceptualized	Displayed	Founded	Modeled	Planned
Adapted	Condensed	Drew	Illustrated	Modified	Revised
Began	Created	Entertained	Initiated	Originated	Revitalized
Changed	Customized	Established	Instituted	Performed	Shaped
Combined	Designed	Exhibited	Integrated	Personalized	Solved
Composed	Developed	Fashioned	Introduced	Produced	Tailored
Commissioned	Directed	Formulated	Invented	Photographed	Updated

Data/Financial Skills

Administered	Assessed	Computed	Estimated	Netted	Qualified
Adjusted	Audited	Conserved	Forecasted	Planned	Reconciled
Allocated	Balanced	Corrected	Managed	Prepared	Reduced
Analyzed	Budgeted	Determined	Marketed	Programmed	Researched
Appraised	Calculated	Developed	Measured	Projected	Retrieved

Helping Skills

Adapted	Assisted	Demonstrated	Facilitated	Intervened	Represented
Advised	Clarified	Diagnosed	Familiarized	Mediated	Resolved
Advocated	Coached	Educated	Furthered	Motivated	Simplified
Aided	Collaborated	Encouraged	Guided	Prevented	Supplied
Answered	Contributed	Ensured	Helped	Provided	Supported
Arranged	Cooperated	Established	Improved	Referred	Transformed
Assessed	Counseled	Expedited	Insured	Rehabilitated	Volunteered

(continued)

Management/Leadership Skills

Administered	Contracted	Engaged	Increased	Organized	Replaced
Allotted	Controlled	Enhanced	Incorporated	Originated	Restored
Analyzed	Converted	Executed	Initiated	Overhauled	Reviewed
Appointed	Coordinated	Focused	Inspected	Oversaw	Scheduled
Assigned	Decided	Generated	Instituted	Planned	Secured
Attained	Delegated	Handled	Led	Presided	Selected
Authorized	Developed	Headed	Managed	Prioritized	Streamlined
Chaired	Directed	Highlighted	Matched	Produced	Strengthened
Competed	Eliminated	Hired	Merged	Ran	Supervised
Considered	Emphasized	Hosted	Motivated	Recommended	Terminated
Consolidated	Enforced	Improved	Navigated	Reorganized	Upgraded

Organizational Skills

Approved	Collected	Incorporated	Ordered	Recorded	Screened
Arranged	Compiled	Inspected	Organized	Rectified	Standardized
Catalogued	Corrected	Logged	Planned	Registered	Submitted
Categorized	Corresponded	Maintained	Prepared	Reserved	Supplied
Charted	Distributed	Modified	Processed	Responded	Systematized
Chronicled	Executed	Monitored	Produced	Reviewed	Updated
Classified	Filed	Obtained	Provided	Routed	Validated
Coded	Generated	Operated	Purchased	Scheduled	Verified

Research Skills

Assessed	Critiqued	Examined	Inspected	Organized	Solved
Analyzed	Detected	Experimental	Interviewed	Probed	Studied
Clarified	Designed	Explored	Invented	Researched	Summarized
Collected	Determined	Extracted	Investigated	Reviewed	Surveyed
Compared	Diagnosed	Formulated	Located	Scrutinized	Systematized
Conducted	Evaluated	Gathered	Measured	Searched	Tested

Teaching Skills

Adapted	Communicated	Enabled	Focused	Instructed	Taught
Advised	Conducted	Encouraged	Guided	Lectured	Tested
Assessed	Coordinated	Evaluated	Individualized	Motivated	Trained
Clarified	Critiqued	Explained	Informed	Persuaded	Transmitted
Coached	Developed	Facilitated	Instilled	Simulated	Tutored

Technical Skills

Adapted	Connected	Determined	Installed	Programmed	Solved
Applied	Conserved	Developed	Invented	Regulated	Specialized
Assembled	Constructed	Engineered	Maintained	Remodeled	Standardized
Built	Converted	Established	Operated	Repaired	Studied
Calculated	Debugged	Fabricated	Overhauled	Replaced	Upgraded
Computed	Designed	Fortified	Printed	Resolved	Utilized