**Action Verbs**

The next three pages of action verbs should be used abundantly throughout your resume and cover letters to promote your achievements. They help make a strong impression.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 troubleshot tutored typed unified united upgraded used utilized verbalized warned washed weighed wired worked |