

Action Verbs for Resumes and Cover Letters

Managerial & Administrative Leadership Skills

administered	built consensus	contracted	directed	facilitated	managed	organized	staffed
allocated	collaborated	controlled	employed	focused	mentored	oversaw	streamlined
appointed	commanded	coordinated	empowered	guided	merged	planned	supervised
arbitrated	commissioned	cultivated	enforced	hired	mobilized	recruited	supported
arranged	communicated	decided	enlisted	inspected	modeled	scheduled	unified
assigned	conducted	designated	established	interviewed	monitored	screened	united
authorized	consulted	determined	executed	led	motivated	selected	

Organizational Leadership Skills

accelerated	broadened	converted	enlisted	fulfilled	led	prevented	revitalized
achieved	built consensus	corrected	ensured	implemented	marketed	prioritized	revived
activated	centralized	decided	established	improved	maximized	proposed	selected
adhered	collaborated	decreased	evaluated	increased	merged	recommended	shaped
anticipated	combined	designed	executed	initiated	mobilized	reduced	sponsored
applied	communicated	determined	expanded	instituted	modeled	reorganized	stimulated
approved	conceived	developed	expedited	integrated	negotiated	resolved	streamlined
assessed	conceptualized	directed	financed	interpreted	organized	resumed	strengthened
attained	consolidated	eliminated	formed	introduced	outlined	reviewed	supported
augmented	contracted	enforced	founded	launched	planned	revised	surpassed

General Leadership Skills

accomplished	communicated	determined	focused	integrated	participated	realized	served
achieved	conceived	developed	formed	interpreted	persisted	reasoned	streamlined
advanced	conceptualized	earned	founded	led	planned	received	supervised
assumed	conducted	elected	fulfilled	mastered	presided	recognized	supported
attained	contributed	ensured	headed	mentored	prioritized	recommended	undertook
attended	coordinated	established	implemented	mobilized	produced	resolved	unified
chaired	decided	executed	initiated	modeled	pursued	seized	united
collaborated	demonstrated	facilitated	instituted	organized	reached	selected	ventured

Communication Skills

addressed	contacted	demonstrated	enlisted	learned	negotiated	recruited	spoke
advocated	contributed	developed	ensure	lectured	persuaded	referred	summarized
arbitrated	conveyed	directed	expressed	listened	presented	regulated	surveyed
authored	convinced	dispatched	formulated	marketed	processed	related	transcribed
briefed	corresponded	drafted	influenced	mediated	provided	represented	translated
collaborated	counseled	edited	interacted	moderated	publicized	responded	verified
composed	defined	emphasized	interpreted	motivated	reconciled	reviewed	wrote
consulted	delivered						

Teaching Skills

adapted	consulted	demonstrated	evaluated	helped	licensed	practiced	spoke
advised	conveyed	designed	examined	influenced	manipulated	prompted	stimulated
advocated	convinced	developed	explained	informed	mediated	provided	taught
assessed	coordinated	devised	facilitated	initiated	mentored	qualified	tested
assisted	corrected	diagnosed	familiarized	inspired	motivated	read	tracked
checked	counseled	educated	fixed	instructed	observed	rehabilitated	trained
clarified	created	enabled	focused	integrated	organized	revised	tutored
coached	critiqued	encouraged	fostered	introduced	persuaded	served	understood
collaborated	cultivated	ensured	guided	lectured	planned	set	worked
communicated	customized	established					

Service and Helping Skills

advised	consulted	enabled	helped	maximized	processed	referred	shared
advocated	contributed	ensured	improved	mentored	protected	regulated	simplified
assisted	corrected	established	instructed	mobilized	provided	rehabilitated	supported
checked	counseled	explained	interacted	monitored	reached out	represented	taught
clarified	demonstrated	facilitated	interviewed	navigated	read	reviewed	trained
coached	diagnosed	fixed	learned	overcame	reconciled	revised	understood
communicated	educated	fostered	listened	planned	reduced	served	volunteered
completed	empowered	guided	maintained				

Creative Skills

accentuate	crafted	devised	fashioned	instituted	planned	formed	modeled
acted	created	directed	founded	integrated	published	expressed	participated
arranged	critiqued	edited	illustrated	introduced	revitalized	sketched	produced
composed	customized	enhanced	improvised	invented	shaped	invented	wrote
conceptualized	designed	established	initiated	performed	exhibited	made	recorded
conducted	developed						

Technical Skills

adapted	constructed	detected	fabricated	made	operated	read	solved
assembled	converted	devised	inspected	maintained	outlined	remodeled	synthesized
built	corrected	drafted	installed	manufactured	overhauled	remodeled	tested
calculated	cultivated	drew	introduced	memorized	practiced	rendered	updated
charted	customized	engineered	launched	modeled	produced	repaired	upgraded
computed	delivered	enhanced	licensed	modified	programmed	researched	used
conceived	designed	estimated	located	navigated	qualified	restored	utilized
conceptualized							

Administrative Skills

briefed	conserved	forecasted	obtained	processed	reported	screened	supported
budgeted	contacted	formed	operated	produced	responded	screened	systematized
calculated	contributed	fulfilled	orchestrated	provided	retrieved	screened	tabulated
catalogued	dispatched	gathered	ordered	ordered	retrieved	selected	typed
classified	documented	generated	organized	purchased	revised	served	updated
collected	edited	informed	planned	read	revised	specified	updated
compiled	entered	invoiced	planned	read	routed	staffed	upgraded
completed	filed	logged	prepared	received	scheduled	streamlined	validated
computed	finalized	maintained	prepared	recorded	scheduled	supplied	verified
condensed	followed	monitored	prioritized				

Financial Skills

administered	bought	decreased	financed	managed	prevented	reconciled	strengthened
allocated	budgeted	developed	forecasted	marketed	projected	reduced	surpassed
analyzed	calculated	estimated	improved	maximized	projected	reduced	tracked
appraised	computed	evaluated	increased	measured	purchased	regulated	traded
audited	consolidated	examined	invested	negotiated	reached	researched	transacted
balanced	controlled	exceeded	liquidated	planned	read	secured	transferred
boosted	corrected	exhibited	maintained	predicted	recommended	sold	updated

Research Skills

analyzed	compiled	discovered	identified	measured	published	screened	tested
calculated	computed	dissected	inspected	monitored	read	selected	tracked
catalogued	concluded	documented	interpreted	observed	realized	sorted	uncovered
charted	condensed	evaluated	interviewed	obtained	recognized	submitted	upgraded
checked	conducted	examined	investigated	organized	recorded	summarized	used
clarified	critiqued	explored	learned	planned	reported	surveyed	utilized
classified	designed	extracted	lectured	predicted	researched	surveyed	verified
collected	detected	followed	located	prepared	retrieved	synthesized	wrote
combined	diagnosed	gathered	logged	proved	reviewed	systematized	

Information Processing Skills

analyzed	condensed	forecasted	logged	prepared	rated	screened	supported
approved	conserved	fulfilled	maintained	processed	read	selected	synthesized
arranged	critiqued	gathered	memorized	promoted	recorded	served	systematized
catalogued	documented	generated	monitored	protected	reported	sorted	tabulated
classified	edited	implemented	obtained	provided	retrieved	specified	typed
collected	entered	inspected	operated	purchased	reviewed	summarized	utilized
compiled	expressed	interpreted	ordered	quantified	routed	supplied	validated
completed	filed	invoiced	organized				

Problem Solving Skills

analyzed	confronted	examined	mediated	proved	reorganized	solved	synthesized
assessed	consulted	fixed	merged	read	researched	solved	taught
clarified	contributed	forecasted	modified	realized	resolved	sorted	transformed
collaborated	decided	helped	navigated	reasoned	responded	strengthened	trouble-shot
compared	devised	investigated	prepared	recommended	reviewed	suggested	uncovered
compiled	diagnosed	located	prescribed	reconciled	revised	surveyed	understood
concluded	estimated	measured	projected	regulated	simplified	surveyed	updated
conferred	evaluated						