

RESUME/ LETTER WRITING

Action verbs list



Career Services

When writing a resume or cover letter it is vital to use the right language. By using this list you can meticulously select action verbs that will be sure to grab the reader's attention.

Administrative Skills					
abbreviated	compiled	coordinated	operated	replaced	supported
abolished	correlated	deployed	optimize	rescheduled	systemized
administered	distributed	displayed	ordered	reserved	tabulated
admitted	edited	gathered	organized	retained	transcribed
advanced	filed	highlighted	outlined	routed	updated
arranged	finalized	indexed	planned	scheduled	utilized
bid	formalized	linked	prepared	shipped	verified
categorized	combined	mapped out	prioritized	streamlined	
changed	condensed	merged	registered	submitted	
charted	consolidated	monitored	reorganized	summarized	
closed	continued	normalized	repaired	supplied	
Communication Skills					
acknowledge	bestowed	corroborated	interacted	partnered	reconciled
acquainted	briefed	debated	interviewed	persuaded	renegotiated
addressed	calmed	discerned	introduced	presented	represented
advertised	collaborated	discussed	justified	prescribed	resolved
advocated	communicated	dispersed	listened	promoted	sold
aimed	contacted	diverted	marketed	propelled	spoke
answered	contracted	elevated	mediated	proposed	translated
appealed	conveyed	emphasized	molded	provided	unified
arbitrated	convinced	endorsed	motivated	publicized	verbalized
articulated	cooperated	greeted	navigated	queried	
assisted	corresponded	influenced	negotiated	questioned	
Creative Skills					
accentuated	developed	extricated	innovated	perceived	renewed
acted	devised	fashioned	inspired	performed	renovated
catered	diversified	forged	integrated	positioned	reused
composed	drafted	formed	intensified	photographed	solidified
conceived	enacted	fortified	invented	pioneered	sparked
conceptualized	engineered	founded	mastered	produced	specialized
crafted	enhanced	illustrated	minimized	proliferated	transformed
customized	entertained	imagined	modeled	prospected	transitioned
created	envisioned	improvised	modified	realigned	trimmed
derived	established	individualized	optimize	rebuilt	wrote
designed	exhibited	initiated	originated	recycle	
Financial Skills					
accounted for	balanced	cut	factored	liquidated	secured
accumulated	bought	decreased	financed	maximized	selected
added	budgeted	documented	forecasting	measured	slashed
adjusted	calculated	earned	furnished	projected	supplemented
aligned	catalogued	economized	garnered	processed	totaled
allocated	certified	eliminated	generated	received	tracked
altered	collected	entered	imported	recorded	transferred
analyzed	compared	estimated	increased	reduced	yielded
anchored	computed	expedited	insured	reviewed	
appraised	counted	expended	inventoried	revised	

Leadership Skills					
accomplished achieved adjudicated appointed approved attained attended authorized brainstormed centralized	chaired championed closed commanded commissioned considered controlled curtailed critiqued delegated	demonstrated designated determined directed distinguished dominated drove elected enforced entrenched	executed excelled foresaw governed headed housed hosted hired involved joined	launched led leveraged managed moderated officiated orchestrated oversaw presided progressed	regulated repositioned restructured sanctioned spearheaded strategized supervised terminated thwarted won
Training Skills					
accommodated adapted addressed advised affirmed amended captivated cautioned celebrated	clarified coached conducted consulted corrected counseled debugged delivered educated	employed empowered enabled encouraged explained facilitated fostered graded grew	guided handled implemented informed instilled instituted instructed lectured licensed	mentored observed offered oriented participated quizzed recruited rehabilitated reinforced	serviced stimulated studied substantiated tailored taught trained tutored united
Technical Skills					
ascertained applied authenticated built capitalized classified coded complied conceptualized conducted confirmed	connected constructed converted deciphered decoded defined deliberated detected differentiated discovered examined	experimented explored focused hypothesized identified indicated inspected installed interpreted investigated located	logged manipulated manufactured piloted pinpointed predicted procured programmed rated recaptured recommended	reengineered researched restored resulted in retrieved revealed safeguarded screened scrutinized searched separated	solved specified standardized substantiated surveyed synthesized tested troubleshoot uncovered upgraded validated
Medical Skills					
admitted advanced advocated aided assigned assessed assisted	cared charted charged consoled counseled diagnosed distributed	documented educated evaluated guided helped influenced qualified	listened monitored nursed practiced prevented proceeded provided	referred regulated remedied repaired reset resourced restricted	reviewed secured supported sutured trained volunteered
Miscellaneous Skills					
accelerated activated acquired aided apportioned approximated assembled assumed assured augmented authored awarded captured catapulted	commercialized committed compelled completed concluded consented conserved decided detailed disbursed dispatched doubled earned effected	elicited endured energized enlisted ensured exceeded exhorted expanded exploded extracted familiarized figured formulated fulfilled	gained graduated halted honored improved incorporated issued judged licensed maintained mastermind maximized obtained overcame	overhauled perfected proved purchased purified qualified raised realized recognized rejuvenated related returned revitalized sanctified	satisfied scanned served set smoothed sought strengthened succeeded sustained traced transacted transmitted valued

