

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 planned prioritized produced recommended reevaluated rejected reported reviewed scheduled strengthened supervised united	summarized spoke translated wrote			
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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	acted applied composed conceived conceptualized created designed developed directed established evaluated fashioned formed formulated founded illustrated instituted integrated introduced invented loaded	advised aided assessed assisted brought clarified coached coordinated counseled dealt demonstrated diagnosed educated encouraged enlisted expedited facilitated familiarized guided helped inspired	activated altered assembled approved arranged catalogued classified collected compiled described dispatched edited estimated executed gathered generated implemented inspected listed maintained monitored

researched sold	molded originated perceived performed planned presented produced refined rewrote updated	maintained modified performed referred rehabilitated represented supported upheld	observed operated organized overhauled prepared processed proofread published purchased recorded reduced retrieved screened specified streamlined systematized
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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	improved	painted	protected	tested
diagnosed	improvised	perceived	provided	trained
directed	increased	performed	publicized	transcribed
discovered	influenced	persuaded	purchased	translated
dispensed	informed	photographed	recorded	traveled
displayed	initiated	piloted	recruited	treated
disproved	innovated	planned	reduced	troubleshoot
dissected	inspected	played	referred	tutored
distributed	installed	predicted	rehabilitated	typed
diverted	instituted	prepared	related	unified
dramatized	instructed	prescribed	rendered	united
drew	integrated	presented	repaired	upgraded
drove	interpreted	printed	reported	used
eliminated	interviewed	processed	represented	utilized
empathized	invented	produced	researched	verbalized
enforced	inventoried	programmed	resolved	warned
established	investigated	questioned	responded	washed
estimated	judged	raised	restored	weighed
evaluated	kept	read	retrieved	wired
examined	led	realized	reviewed	worked
expanded	learned	reasoned	risked	