



## List of Resume and Cover Letter Action Words

### Creative Skills

|              |                |              |              |
|--------------|----------------|--------------|--------------|
| Acclimated   | Conceived      | Fashioned    | Modified     |
| Accomplished | Conceptualized | Forged       | Named        |
| Achieved     | Condensed      | Formed       | Opened       |
| Acquired     | Contrasted     | Formulated   | Originated   |
| Acted        | Contrive       | Founded      | Perceived    |
| Activated    | Crafted        | Illustrated  | Performed    |
| Actuated     | Created        | Imagined     | Photographed |
| Adapted      | Customized     | Improvised   | Planned      |
| Adopted      | Designed       | Inaugurated  | Published    |
| Affected     | Developed      | Induced      | Reached      |
| Altered      | Devised        | Initiated    | Realized     |
| Amended      | Directed       | Innovated    | Rendered     |
| Anticipated  | Displayed      | Instigated   | Resulted     |
| Began        | Distinguished  | Instituted   | Revised      |
| Challenged   | Drew           | Integrated   | Revitalized  |
| Changed      | Earned         | Introduced   | Shaped       |
| Chose        | Employed       | Invented     | Solved       |
| Combined     | Entertained    | Isolated     | Staged       |
| Completed    | Established    | Masterminded | Strategized  |
| Composed     | Exercised      | Modeled      | Tailored     |

### Data/Financial Skills

|              |              |            |            |
|--------------|--------------|------------|------------|
| Added        | Conserved    | Grossed    | Quoted     |
| Adjusted     | Corrected    | Invested   | Reconciled |
| Administered | Counted      | Managed    | Reduced    |
| Allocated    | Depreciated  | Marketed   | Researched |
| Analyzed     | Determined   | Measured   | Retrieved  |
| Appraised    | Developed    | Multiplied | Saved      |
| Assessed     | Discounted   | Netted     | Settled    |
| Audited      | Divested     | Paid       | Sold       |
| Balanced     | Entered      | Planned    | Totaled    |
| Billed       | Estimated    | Predicted  | Tracked    |
| Bought       | Exchanged    | Prepared   | Traded     |
| Borrowed     | Exempted     | Priced     | Transacted |
| Budgeted     | Extrapolated | Programmed | Underwrote |
| Calculated   | Figured      | Projected  | Valued     |
| Capitalized  | Financed     | Prospected |            |
| Cast         | Forecasted   | Qualified  |            |
| Computed     | Gauged       | Quantified |            |

## Helping Skills

|              |              |               |               |
|--------------|--------------|---------------|---------------|
| Accelerated  | Diagnosed    | Heightened    | Remedied      |
| Accompanied  | Dissected    | Helped        | Represented   |
| Adapted      | Doubled      | Honed         | Resolved      |
| Advanced     | Eased        | Insured       | Reversed      |
| Advocated    | Educated     | Intervened    | Salvaged      |
| Aided        | Effected     | Leveraged     | Satisfied     |
| Amplified    | Encouraged   | Lifted        | Served        |
| Answered     | Endorsed     | Lightened     | Serviced      |
| Arranged     | Energized    | Maximized     | Shortened     |
| Assessed     | Enlarged     | Minimized     | Simplified    |
| Assisted     | Ensured      | Motivated     | Stabilized    |
| Augmented    | Exceeded     | Offered       | Substantiated |
| Availed      | Expanded     | Offset        | Supplied      |
| Boosted      | Expedited    | Played        | Supported     |
| Broadened    | Extended     | Preserved     | Sustained     |
| Championed   | Facilitated  | Prevented     | Targeted      |
| Clarified    | Familiarized | Prompted      | Tightened     |
| Coached      | Finalized    | Propelled     | Treated       |
| Collaborated | Fixed        | Protected     | Tripled       |
| Committed    | Fostered     | Provided      | Troubleshoot  |
| Complied     | Fulfilled    | Raised        | Vitalized     |
| Contributed  | Functioned   | Recommended   | Volunteered   |
| Cooperated   | Furthered    | Reconciled    | Weighed       |
| Counseled    | Gave         | Recovered     | Widened       |
| Cultivated   | Granted      | Referred      |               |
| Decreased    | Guided       | Regained      |               |
| Demonstrated | Halted       | Rehabilitated |               |

## Interpersonal Skills

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Addressed    | Delivered    | Lectured     | Reinforced   |
| Advertised   | Described    | Listened     | Related      |
| Aired        | Developed    | Litigated    | Renegotiated |
| Approached   | Differed     | Lobbied      | Reported     |
| Arbitrated   | Directed     | Marketed     | Requested    |
| Arranged     | Disclosed    | Mediated     | Resolved     |
| Articulated  | Discussed    | Met          | Responded    |
| Asked        | Drafted      | Met with     | Shared       |
| Attracted    | Edited       | Moderated    | Showed       |
| Authored     | Elicited     | Motivated    | Signed       |
| Bargained    | Enlisted     | Narrated     | Solicited    |
| Briefed      | Exhibited    | Negotiated   | Specified    |
| Called       | Explained    | Noticed      | Spoke        |
| Canvassed    | Expressed    | Observed     | Spread       |
| Captured     | Fielded      | Outlined     | Stressed     |
| Circulated   | Formulated   | Participated | Suggested    |
| Clarified    | Furnished    | Persuaded    | Summarized   |
| Coauthored   | Greeted      | Polled       | Synthesized  |
| Collaborated | Illuminated  | Presented    | Testified    |
| Communicated | Incorporated | Profiled     | Translated   |
| Composed     | Influenced   | Promoted     | Traveled     |
| Condensed    | Inquired     | Proofread    | Verbalized   |
| Conferred    | Interacted   | Proposed     | Viewed       |
| Consulted    | Interpreted  | Publicized   | Visited      |
| Contacted    | Interviewed  | Questioned   | Welcomed     |
| Conveyed     | Invited      | Reacted      | Witnessed    |
| Convinced    | Involved     | Read         | Won          |
| Corresponded | Joined       | Reconciled   | Wrote        |
| Debated      | Judged       | Recruited    |              |
| Defined      | Justified    | Referred     |              |

## Management/Leadership Skills

|                        |              |              |              |
|------------------------|--------------|--------------|--------------|
| Adhered                | Dispatched   | Launched     | Ran          |
| Administered           | Dispensed    | Led          | Rated        |
| Admitted               | Diversified  | Liquidated   | Received     |
| Analyzed               | Elected      | Managed      | Recommended  |
| Appointed              | Eliminated   | Merged       | Reinstated   |
| Approved               | Emphasized   | Mobilized    | Rejected     |
| Assigned               | Enacted      | Motivated    | Reorganized  |
| Assumed responsibility | Enforced     | Navigated    | Replaced     |
| Attained               | Enhanced     | Orchestrated | Restored     |
| Authorized             | Established  | Organized    | Reviewed     |
| Awarded                | Evaluated    | Oriented     | Rewarded     |
| Blazed                 | Executed     | Originated   | Safeguarded  |
| Chaired                | Gained       | Outsourced   | Scheduled    |
| Closed                 | Generated    | Overcame     | Secured      |
| Commissioned           | Governed     | Overhauled   | Selected     |
| Considered             | Handled      | Oversaw      | Spearheaded  |
| Consolidated           | Headed       | Passed       | Staffed      |
| Continued              | Hired        | Penalized    | Steered      |
| Contracted             | Hosted       | Permitted    | Streamlined  |
| Controlled             | Implemented  | Piloted      | Strengthened |
| Converted              | Improved     | Pioneered    | Supervised   |
| Coordinated            | Incorporated | Planned      | Surpassed    |
| Decided                | Increased    | Prescribed   | Terminated   |
| Delegated              | Initiated    | Presided     | Took         |
| Designated             | Inspected    | Prioritized  | Undertook    |
| Developed              | Instituted   | Produced     |              |
| Directed               | Issued Kept  | Pursued      |              |

## Organizational Skills

|               |              |                  |              |
|---------------|--------------|------------------|--------------|
| Approved      | Formalized   | Phased           | Screened     |
| Arranged      | Generated    | Pinpointed       | Segmented    |
| Catalogued    | Grouped      | Placed           | Separated    |
| Categorized   | Identified   | Prepared         | Shrank       |
| Centralized   | Implemented  | Processed        | Sorted       |
| Channeled     | Incorporated | Provided         | Specified    |
| Charted       | Indexed      | Purchased        | Standardized |
| Checked       | Inspected    | Put              | Structured   |
| Classified    | Interpreted  | Ranked           | Submitted    |
| Cleared       | Interviewed  | Realigned        | Supplied     |
| Coded         | Inventoried  | Recorded         | Synchronized |
| Collected     | Investigated | Recycled         | Systematized |
| Compiled      | Localized    | Refined          | Tabulated    |
| Corrected     | Logged       | Registered       | Traced       |
| Corresponded  | Maintained   | Repositioned     | Transferred  |
| Cut           | Mapped       | Reserved         | Transformed  |
| Decentralized | Monitored    | Reshaped         | Transitioned |
| Diagrammed    | Moved        | Responded        | Transported  |
| Dispatched    | Normalized   | Restructured     | Unified      |
| Distributed   | Obtained     | Retained         | United       |
| Diverted      | Operated     | Retrieved        | Updated      |
| Documented    | Ordered      | Revamped         | Validated    |
| Executed      | Organized    | Reviewed         | Verified     |
| Filed         | Patterned    | Routed Scheduled |              |

## Research Skills

|             |              |              |              |
|-------------|--------------|--------------|--------------|
| Analyzed    | Discovered   | Inspected    | Revealed     |
| Ascertained | Evaluated    | Interviewed  | Reviewed     |
| Carried out | Examined     | Invented     | Searched     |
| Clarified   | Experimented | Investigated | Solved       |
| Collected   | Explored     | Located      | Speculated   |
| Compared    | Exposed      | Measured     | Summarized   |
| Concluded   | Extracted    | Organized    | Surveyed     |
| Conducted   | Formulated   | Probed       | Systematized |
| Critiqued   | Found        | Proved       | Tested       |
| Detected    | Gathered     | Reasoned     | Uncovered    |
| Determined  | Hypothesized | Recognized   |              |
| Diagnosed   | Identified   | Researched   |              |

## Teaching Skills

|              |                       |               |             |
|--------------|-----------------------|---------------|-------------|
| Adapted      | Encouraged            | Indoctrinated | Simulated   |
| Advised      | Engaged               | Informed      | Stimulated  |
| Clarified    | Enriched              | Initiated     | Substituted |
| Coached      | Evaluated             | Inspired      | Taught      |
| Communicated | Explained             | Instilled     | Tested      |
| Conducted    | Facilitated           | Instructed    | Trained     |
| Coordinated  | Focused               | Learned       | Transmitted |
| Critiqued    | Graded                | Mentored      | Tutored     |
| Developed    | Graduated             | Motivated     |             |
| Enabled      | Guided Individualized | Persuaded     |             |

## Technical Skills

|             |              |            |              |
|-------------|--------------|------------|--------------|
| Adapted     | Developed    | Operated   | Set up       |
| Applied     | Devised      | Optimized  | Sketched     |
| Assembled   | Engineered   | Overhauled | Solved       |
| Automated   | Fabricated   | Printed    | Specialized  |
| Built       | Fit out/up   | Programmed | Standardized |
| Calculated  | Fortified    | Rectified  | Studied      |
| Computed    | Installed    | Redesigned | Trained      |
| Conserved   | Interfaced   | Regulated  | Transcribed  |
| Constructed | Maintained   | Remodeled  | Typed        |
| Converted   | Manipulated  | Repaired   | Upgraded     |
| Debugged    | Manufactured | Replaced   | Used         |
| Designed    | Merchandised | Restored   | Utilized     |
| Determined  | Modernized   | Sent       | Worked       |