

ACTION VERBS FOR RESUMES AND COVER LETTERS

Management Skills	Communication Skills	Teaching Skills	Supportive Skills	Data/ Financial Skills	Technical Skills	Research Skills	Creative Skills
Administered	Addressed	Adapted	Advocated	Administered	Assembled	Clarified	Acted
Analyzed	Advertised	Advised	Aided	Allocated	Built	Collected	Adapted
Assigned	Articulated	Clarified	Arranged	Analysed	Calculated	Critiqued	Conceptualized
Attained	Arbitrated	Coached	Assessed	Appraised	Computed	Diagnosed	Created
Chaired	Arranged	Communicated	Assisted	Assessed	Designed	Evaluated	Customized
Consolidated	Authored	Coordinated	Clarified	Audited	Devised	Examined	Designed
Contracted	Collaborated	Developed	Coached	Balanced	Engineered	Extracted	Developed
Coordinated	Convinced	Enabled	Cooperated	Budgeted	Fabricated	Identified	Directed
Directed	Conferred	Encouraged	Counselled	Calculated	Maintained	Inspected	Displayed
Delegated	Consulted	Evaluated	Demonstrated	Computed	Operated	Interpreted	Established
Developed	Corresponded	Explained	Diagnosed	Developed	Overhauled	Interviewed	Fashioned
Directed	Developed	Facilitated	Educated	Estimated	Programmed	Investigated	Founded
Evaluated	Drafted	Guided	Expedited	Forecasted	Remodelled	Organized	Illustrated
Executed	Edited	Informed	Facilitated	Managed	Repaired	Reviewed	Initiated
Improved	Enlisted	Instructed	Familiarized	Marketed	Solved	Summarized	Instituted
Increased	Formulated	Persuaded	Guided	Planned	Upgraded	Surveyed	Integrated
Organized	Influenced	Set Goals	Motivated	Programmed		Systematized	Introduced
Oversaw	Interpreted	Stimulated	Referred	Projected			Invented
Planned	Lectured	Trained	Rehabilitated	Retrieved			Modelled
Prioritized	Marketed		Represented	Researched			Modified
Produced	Mediated						Originated
Recommended	Moderated						Performed
Reviewed	Negotiated						Planned
Scheduled	Persuaded						Revamped
Strengthened	Promoted						Revised
Supervised	Publicized						Revitalized
	Reconciled						Shaped
	Recruited						
	Spoke						
	Translated						