



## Action Verbs to use in a Resume or Cover Letter

Accomplished	Enlisted	Negotiated	Reviewed
Achieved	Estimated	Observed	Revised
Adapted	Evaluated	Obtained	Scheduled
Addressed	Expanded	Operated	Screened
Administrated	Expedited	Organized	Served
Allocated	Experimented	Overhauled	Shaped
Applied	Extracted	Oversaw	Simplified
Appraised	Facilitated	Performed	Solved
Arranged	Finalized	Persuaded	Simulated
Assembled	Forecasted	Planned	Spearheaded
Assessed	Formulated	Predicted	Streamlined
Assigned	Generated	Prepared	Strengthened
Attained	Guided	Presented	Stretched
Audited	Headed	Prioritized	Structured
Authored	Hired	Procured	Supervised
Budgeted	Identified	Programmed	Supported
Built	Illustrated	Projected	Surveyed
Calculated	Implemented	Promoted	Taught
Collected	Improved	Provided	Tested
Collaborated	Increased	Publicized	Tracked
Communicated	Influenced	Published	Trained
Compared	Initiated	Quantified	Transformed
Compiled	Inspected	Received	Tutored
Completed	Installed	Recommended	Uncovered
Conducted	Instituted	Reconciled	Updated
Consolidated	Instructed	Recruited	Upgraded
Coordinated	Integrated	Redesigned	Utilized
Created	Introduced	Reduced	Validated
Decreased	Invented	Referred	Verified
Defined	Investigated	Reinforced	Wrote
Demonstrated	Launched	Reorganized	
Designed	Led	Repaired	
Determined	Liquidated	Reported	
Developed	Maintained	Represented	
Diagnosed	Managed	Researched	
Distributed	Mapped	Resolved	
Documented	Marketed	Restored	
Drafted	Modeled	Retrieved	
Eliminated	Moderated	Restructured	
Enabled	Modified	Retrieved	
Encouraged	Monitored	Revamped	
Established	Motivated	Reversed	