

## Action Verbs & Phrases for Resumes and Cover Letters

### Action Verbs

accomplished	composed	eliminated	inspected	presented	solved
achieved	computed	employed	inspired	presided	sorted
acquired	conceived	enforced	installed	prevented	specified
activated	conducted	engineered	instigated	processed	sponsored
adapted	consolidated	enlarged	instituted	produced	staffed
adapted	constructed	equipped	instructed	programmed	staged
addressed	consulted	established	integrated	projected	standardized
adjusted	contacted	estimated	interpreted	promoted	started
administered	contributed	evaluated	interviewed	proposed	stimulated
advanced	controlled	examined	introduced	proved	streamlined
advised	conveyed	exceeded	invented	provided	strengthened
advocated	coordinated	executed	investigated	published	stretched
allocated	corresponded	exercised	judged	purchased	structured
analyzed	counseled	expanded	lectured	raised profits	studied
anticipated	created	expedited	led	realized	succeeded
applied	critiqued	explored	liquidated	recommended	suggested
appointed	decentralized	extended	located	recorded	summarized
appraised	decided	facilitated	made	recruited	supervised
approved	decreased	financed	maintained	reduced costs	surveyed
arranged	defined	forecasted	managed	reduced	sustained
assembled	delegated	formed	marketed	re-established	synthesized
assessed	delivered	formulated	mastered	regulated	systematized
assigned	demonstrated	fostered	measured	renegotiated	tailored
assisted	designated	founded	mediated	reorganized	taught
attained	designed	fulfilled	minimized	reported	tested
audited	determined	functioned	modernized	represented	tightened
budgeted	developed	generated	modified	researched	traded
built	devised	governed	monitored	resolved	trained
calculated	diagnosed	guided	motivated	restored	transacted
catalogued	directed	handled	negotiated	retained	transferred
categorized	discharged	helped	observed	revamped	translated
centralized	discovered	hired	operated	reviewed	tutored
chaired	displayed	identified	organized	revised	uncovered
changed	distributed	illustrated	oversaw	scheduled	undertook
clarified	documented	implemented	participated	searched	updated
coached	doubled	improved	performed	selected	used
collaborated	drafted	improvised	persuaded	served	utilized
collected	dramatized	increased	pinpointed	shaped	verified
combined	earned	influenced	pioneered	showed	wrote
communicated	edited	informed	planned	simplified	
compiled	effected	initiated	predicted	sold	
completed	elicited	initiated	prepared	solicited	

**Action Phrases** – this is a sample list of skills found in a cross section of careers. Jot down examples of situations in your work experiences (in a job, internship, student organization, volunteer, or coursework) that demonstrate these skills. Then try to incorporate those skills into your resume and/or cover letter.

administering medication	listening to others
administering programs	maintaining a high level of activity
advising people	making decisions
analyzing data	managing an organization
analyzing problems	meeting new people
auditing financial reports	meeting people
being thorough	motivating others
budgeting expenses	motivating others
calculating numerical data	negotiating/arbitrating conflicts
checking for accuracy	operating equipment
classifying records	organizing files
coaching individuals	organizing tasks
collaborating ideas	overseeing operations
collecting money	persuading others
comparing results	picking out important information
compiling statistics	planning agendas/meetings
comprehending ideas	planning organizational needs
conducting interviews	predicting futures
conducting meetings	preparing written communications
coping with deadlines	prioritizing work
counseling/consulting people	promoting events
creating new ideas	proposing ideas
deciding uses of money	providing discipline when necessary
defining a problem	questioning others
delegating responsibility	raising funds
determining a problem	reading volumes of material
developing a climate of enthusiasm, teamwork, and cooperation	recommending courses of action
developing plans for projects	relating to the public
displaying artistic ideas	reporting information
dramatizing ideas	running meetings
editing work	selling ideas
enduring long hours	selling products
enforcing rules and regulations	setting priorities
entertaining people	setting up demonstrations
estimating physical space	setting work/committee goals
evaluating programs	speaking to the public
expressing ideas orally to individuals or groups	summarizing information
finding information	supervising employees
gathering information	taking personal responsibility
generating accounts	teaching/instructing/training individuals
handling complaints	thinking in a logical manner
handling detail work	thinking of creative ideas
imagining new solutions	writing for publication
interacting with people at different levels	writing letters/papers/proposals
inventing new ideas	writing reports