

Action Verb List for Resumes & Cover Letters*

Communication Skills	Leadership Skills	Teaching Skills	Helping Skills	Management Skills	Research Skills	Clerical/Detail Skills	Technical Skills	Financial Skills	Creative Skills
addressed	achieved	adapted	assessed	administered	clarified	approved	assembled	administered	acted
arbitrated	advised	advised	assisted	analyzed	collected	arranged	built	allocated	conceptualized
arranged	compared	clarified	clarified	assigned	critiqued	catalogued	calculated	analyzed	created
authored	created	coached	coached	attained	diagnosed	classified	computed	appraised	customized
collaborated	directed	communicated	counseled	chaired	evaluated	collected	designed	audited	designed
convinced	encouraged	coordinated	demonstrated	consolidated	examined	compiled	devised	balanced	developed
corresponded	expanded	demystified	diagnosed	contracted	extracted	dispatched	engineered	budgeted	directed
developed	governed	developed	educated	coordinated	identified	executed	fabricated	calculated	established
directed	improved	enabled	expedited	delegated	inspected	generated	maintained	computed	fashioned
drafted	inspired	encouraged	facilitated	developed	interpreted	implemented	operated	developed	founded
edited	led	evaluated	familiarized	directed	interviewed	inspected	overhauled	forecasted	illustrated
enlisted	managed	explained	guided	evaluated	investigated	monitored	programmed	managed	initiated
formulated	organized	facilitated	motivated	executed	organized	operated	remodeled	marketed	instituted
influenced	pioneered	guided	referred	improved	reviewed	organized	repaired	planned	integrated
interpreted	represented	informed	rehabilitated	increased	summarized	prepared	solved	projected	introduced
lectured	resolved	instructed	represented	organized	surveyed	processed	upgraded	researched	invented
mediated	restored	persuaded		oversaw	systematized	purchased			originated
moderated	spearheaded	set goals		planned		recorded			performed
negotiated	transformed	stimulated		prioritized		retrieved			planned
persuaded		trained		produced		screened			revitalized
promoted				recommended		specified			shaped
publicized				reviewed		systematized			
reconciled				scheduled		tabulated			
recruited				strengthened		validated			
spoke				supervised					
translated									
wrote									

*Adapted from *The Damn Good Resume Guide* by Yana Parker, Berkeley: Ten Speed Press