

ACTION VERBS

FOR RESUMES AND COVER LETTERS

Managerial and Administrative Leadership Skills

administered	built consensus	contracted	directed	facilitated	managed	organized	staffed
allocated	collaborated	controlled	employed	focused	mentored	oversaw	streamlined
appointed	commanded	coordinated	empowered	guided	merged	planned	supervised
arbitrated	commissioned	cultivated	enforced	hired	mobilized	recruited	supported
arranged	communicated	decided	enlisted	inspected	modeled	scheduled	unified
assigned	conducted	designated	established	interviewed	monitored	screened	united
authorized	consulted	determined	executed	led	motivated	selected	

Organizational Leadership Skills

accelerated	broadened	converted	enlisted	fulfilled	led	prevented	revitalized
achieved	built consensus	corrected	ensured	implemented	marketed	prioritized	revived
activated	centralized	decided	established	improved	maximized	proposed	selected
adhered	collaborated	decreased	evaluated	increased	merged	recommended	shaped
anticipated	combined	designed	executed	initiated	mobilized	reduced	sponsored
applied	communicated	determined	expanded	instituted	modeled	reorganized	stimulated
approved	conceived	developed	expedited	integrated	negotiated	resolved	streamlined
assessed	conceptualized	directed	financed	interpreted	organized	resumed	strengthened
attained	consolidated	eliminated	formed	introduced	outlined	reviewed	supported
augmented	contracted	enforced	founded	launched	planned	revised	surpassed

General Leadership Skills

accomplished	communicated	determined	focused	integrated	participated	realized	served
achieved	conceived	developed	formed	interpreted	persisted	reasoned	streamlined
advanced	conceptualized	earned	founded	led	planned	received	supervised
assumed	conducted	elected	fulfilled	mastered	presided	recognized	supported
attained	contributed	ensured	headed	mentored	prioritized	recommended	undertook
attended	coordinated	established	implemented	mobilized	produced	resolved	unified
chaired	decided	executed	initiated	modeled	pursued	seized	united
collaborated	demonstrated	facilitated	instituted	organized	reached	selected	ventured

Communication Skills

addressed	consulted	defined	edited	interacted	motivated	reconciled	reviewed
advocated	contacted	delivered	emphasized	interpreted	negotiated	recruited	summarized
arbitrated	contributed	demonstrated	enlisted	learned	persuaded	referred	surveyed
authored	conveyed	developed	ensure	lectured	presented	regulated	transcribed
briefed	convinced	directed	expressed	marketed	processed	related	translated
collaborated	corresponded	dispatched	formulated	mediated	provided	represented	verified
composed	counseled	drafted	influenced	moderated	publicized	responded	wrote

Teaching Skills

adapted	communicated	cultivated	encouraged	fostered	introduced	persuaded	spoke
advised	consulted	customized	ensured	guided	lectured	planned	simulated
advocated	conveyed	demonstrated	established	helped	licensed	practiced	taught
assessed	convinced	designed	evaluated	influenced	manipulated	prompted	tested
assisted	coordinated	developed	examined	informed	mediated	provided	tracked
checked	corrected	devised	explained	initiated	mentored	qualified	trained
clarified	counseled	diagnosed	facilitated	inspired	motivated	rehabilitated	tutored
coached	created	educated	familiarized	instructed	observed	revised	understood
collaborated	critiqued	enabled	focused	integrated	organized	served	worked

Service and Helping Skills

advised	completed	educated	fostered	listened	overcame	referred	shared
advocated	consulted	empowered	guided	maintained	planned	regulated	simplified
assisted	contributed	enabled	helped	maximized	processed	rehabilitated	supported
checked	corrected	ensured	improved	mentored	protected	represented	taught
clarified	counseled	established	instructed	mobilized	reached out	reviewed	trained
coached	demonstrated	explained	interacted	monitored	reconciled	revised	understood
communicated	diagnosed	facilitated	interviewed	navigated	reduced	served	volunteered

Creative Skills

accentuate	conducted	designed	established	illustrated	introduced	planned	revitalized
acted	crafted	developed	exhibited	improvised	invented	produced	shaped
arranged	created	devised	expressed	initiated	modeled	published	sketched
composed	critiqued	directed	formed	instituted	participated	recorded	wrote
conceptualized	customized	edited	founded	integrated	performed		

Technical Skills

adapted	conceptualized	detected	fabricated	made	operated	remodeled	synthesized
assembled	constructed	devised	inspected	maintained	outlined	rendered	tested
built	converted	drafted	installed	manufactured	overhauled	repaired	updated
calculated	corrected	drew	introduced	memorized	practiced	researched	upgraded
charted	cultivated	engineered	launched	modeled	produced	restored	used
computed	customized	enhanced	licensed	modified	programmed	solved	utilized
conceived	delivered	estimated	located	navigated	qualified		

Administrative Skills

budgeted	condensed	finalized	invoiced	organized	received	screened	systematized
calculated	conserved	forecasted	logged	planned	recorded	selected	tabulated
catalogued	contacted	formed	maintained	prepared	reported	served	typed
classified	contributed	fulfilled	monitored	prioritized	responded	specified	updated
collected	dispatched	gathered	obtained	processed	retrieved	staffed	upgraded
compiled	documented	generated	operated	produced	revised	streamlined	validated
completed	edited	informed	orchestrated	provided	routed	supplied	verified
computed	entered	followed	ordered	purchased	scheduled	supported	

Financial Skills

administered	bought	decreased	financed	managed	prevented	reconciled	strengthened
allocated	budgeted	developed	forecasted	marketed	projected	reduced	surpassed
analyzed	calculated	estimated	improved	maximized	projected	reduced	tracked
appraised	computed	evaluated	increased	measured	purchased	regulated	traded
audited	consolidated	examined	invested	negotiated	reached	researched	transacted
balanced	controlled	exceeded	liquidated	planned	read	secured	transferred
boosted	corrected	exhibited	maintained	predicted	recommended	sold	updated

Research Skills

analyzed	compiled	discovered	identified	measured	published	screened	tested
calculated	computed	dissected	inspected	monitored	read	selected	tracked
catalogued	concluded	documented	interpreted	observed	realized	sorted	uncovered
charted	condensed	evaluated	interviewed	obtained	recognized	submitted	upgraded
checked	conducted	examined	investigated	organized	recorded	summarized	used
clarified	critiqued	explored	learned	planned	reported	surveyed	utilized
classified	designed	extracted	lectured	predicted	researched	surveyed	verified
collected	detected	followed	located	prepared	retrieved	synthesized	wrote
combined	diagnosed	gathered	logged	proved	reviewed	systematized	

Information Processing Skills

analyzed	completed	expressed	interpreted	operated	provided	reviewed	supplied
approved	condensed	forecasted	invoiced	ordered	purchased	routed	supported
arranged	conserved	fulfilled	logged	organized	quantified	screened	synthesized
catalogued	critiqued	gathered	maintained	prepared	rated	selected	systematized
classified	documented	generated	memorized	processed	recorded	sorted	tabulated
collected	edited	implemented	monitored	promoted	reported	specified	utilized
compiled	entered	inspected	obtained	protected	retrieved	summarized	validated

Problem Solving Skills

analyzed	conferred	estimated	located	prescribed	reconciled	revised	synthesized
assessed	confronted	evaluated	measured	projected	regulated	simplified	taught
clarified	consulted	examined	mediated	proved	reorganized	solved	transformed
collaborated	contributed	fixed	merged	read	researched	sorted	trouble-shot
compared	decided	forecasted	modified	realized	resolved	strengthened	uncovered
compiled	devised	helped	navigated	reasoned	responded	suggested	understood
concluded	diagnosed	investigated	prepared	recommended	reviewed	surveyed	updated