**Action verbs are the most effective way to describe your previous experience on a resume or a cover letter.**

*Choose some of the following verbs listed in the tables below to make your experience stand out and come to life.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Management** | **Communication** | **Creative** | **Clerical/Detail** | **Helping** | **Financial** |
| AchievedAdministeredAnalyzedAssignedAttainedChairedConceivedContractedConsolidatedCoordinatedDecidedDelegatedDevelopedDirectedEncouragedEvaluatedExecutedHandledImplementedImprovedIncorporatedIncreasedInspiredLaunchedLedManagedMotivatedOrganizedOutlinedOversawPlannedPrioritizedProducedRecommendedReevaluatedRejectedReportedReviewedScheduledStrengthenedSupervisedUnited | addressedarbitratedarrangedauthoredcommunicatedcorrespondedcounseleddevelopeddefineddirecteddraftededitedenlistedformulatedinfluencedinterpretedlecturedmediatedmoderatedmotivatednegotiatedpersuadedpromotedpublicizedreconciledreunitedrenegotiatedreportedresearchedsummarizedspoketranslatedwrote | actedappliedcomposedconceivedconceptualizedcreateddesigneddevelopeddirectedestablishedevaluatedfashionedformedformulatedfoundedillustratedinstitutedintegratedintroducedinventedloadedmoldedoriginatedperceivedperformedplannedpresentedproducedrefinedrewroteupdated | activatedalteredassembledapprovedarrangedcataloguedclassifiedcollectedcompileddescribeddispatchededitedestimatedexecutedgatheredgeneratedimplementedinspectedlistedmaintainedmonitoredobservedoperatedorganizedoverhauledpreparedprocessedproofreadpublishedpurchasedrecordedreducedretrievedscreenedspecifiedstreamlinedsystematized | advisedaidedassessedassistedbroughtclarifiedcoachedcoordinatedcounseleddealtdemonstrateddiagnosededucatedencouragedenlistedexpeditedfacilitatedfamiliarizedguidedhelpedinspiredmaintainedmodifiedperformedreferredrehabilitatedrepresentedsupportedupheld | adjustedadministeredallocatedanalyzedappraisedauditedbalancedbudgetedcalculatedcomparedcomputeddevelopedestimatedforecastforecastedmanagedmarketedplannedprojectedreevaluatedreconciledresearchedsold |

|  |  |  |
| --- | --- | --- |
| **Research** | **Technical** | **Teaching** |
| clarifiedcollectedconceivedcritiqueddetecteddiagnoseddisprovedevaluatedexaminedextractedidentifiedinspectedinterpretedinterviewedinvestigatedorganizedresearchedreportedreviewedsearchedstudiedsummarizedsurveyedsystematizedwrote | analyzedassembledbuiltcalculatedcomputeddesigneddevisedengineeredfabricatedinspectedmaintainedoperatedoverhauledprogrammedremodeledrepairedsolvedtrainedupgraded | adaptedadvisedclarifiedcoachedcommunicatedcoordinateddefineddevelopedenabledencouragedevaluatedexplainedfacilitatedguidedinformedinitiatedinstructedlecturedpersuadedpresentedset goalsstimulatedtaughttrainedupdated |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Additional action verbs (F-K)** | **Additional action verbs (L-Q)** | **Additional action verbs (R-S)** | **Additional action verbs (T-Z)** |
| anticipated arbitrated ascertained charted checked classified collected completed conducted conserved consolidated constructed controlled coordinated counseled created decided defined delivered detailed detected determined devised diagnosed directed discovered dispensed displayed disproved dissected distributed diverted dramatized drew drove eliminated empathized enforced established estimated evaluated examined expandedexperimented explained expressed extracted | filed financed fixed followed formulated founded gathered gave generated guided handled headed helped hypothesized identified illustrated imagined implemented improved improvised increased influenced informed initiated innovated inspected installed instituted instructed integrated interpreted interviewed invented inventoried investigated judged kept  | led learnedlectured lifted listened loggedmaintained made managed manipulated mediated memorized modeled monitored motivated navigated negotiated observed obtained offered operated ordered organized originated painted perceived performed persuaded photographed piloted planned played predicted prepared prescribed presented printed processed produced programmed questioned  | raised read realized reasoned received recommended reconciled recorded recruited reduced referred rehabilitated related rendered repaired reported represented researched resolved responded restored retrieved reviewed risked scheduled selected sensed separated served sewed shaped shared showed sketched solved sorted summarized supervised supplied symbolized synergized synthesized systematized  | talked taught tended tested trained transcribed translated traveled treated troubleshot tutored typed unified united upgraded used utilized verbalized warned washed weighed wired worked |