**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** |
| Achieved  Administered  Analyzed  Assigned  Attained  Chaired  Conceived  Contracted  Consolidated  Coordinated  Decided  Delegated  Developed  Directed  Encouraged  Evaluated  Executed  Handled  Implemented  Improved  Incorporated  Increased  Inspired  Launched  Led  Managed  Motivated  Organized  Outlined  Oversaw  Planned  Prioritized  Produced  Recommended  Reevaluated  Rejected  Reported  Reviewed  Scheduled  Strengthened  Supervised  United | addressed arbitrated arranged authored communicated corresponded counseled developed defined directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled reunited renegotiated reported researched summarized spoke translated wrote | acted applied composed conceived conceptualized created designed developed directed established evaluated fashioned formed formulated founded illustrated instituted integrated introduced invented loaded molded originated perceived performed planned presented produced refined rewrote updated | activated altered assembled approved arranged catalogued classified collected compiled described dispatched edited estimated executed gathered generated implemented inspected listed maintained monitored observed operated organized overhauled prepared processed proofread published purchased recorded reduced retrieved screened specified streamlined systematized | advised aided assessed assisted brought clarified coached coordinated counseled dealt demonstrated diagnosed educated encouraged enlisted expedited facilitated familiarized guided helped inspired maintained modified performed referred rehabilitated represented supported upheld | adjusted administered allocated analyzed appraised audited balanced budgeted calculated compared computed developed estimated forecast forecasted managed marketed planned projected reevaluated reconciled researched sold |

|  |  |  |
| --- | --- | --- |
| **Research** | **Technical** | **Teaching** |
| clarified collected conceived critiqued detected diagnosed disproved evaluated examined extracted identified inspected interpreted interviewed investigated organized researched reported reviewed searched studied summarized surveyed systematized wrote | analyzed assembled built calculated computed designed devised engineered fabricated inspected maintained operated overhauled programmed remodeled repaired solved trained upgraded | adapted advised clarified coached communicated coordinated defined developed enabled encouraged evaluated explained facilitated guided informed initiated instructed lectured persuaded presented set goals stimulated taught trained updated |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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  expanded  experimented  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  learned  lectured  lifted  listened  logged  maintained  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 |