

# Action Verbs

On a resume or cover letter, you need to show how important and impactful your responsibilities have been. To help with this, we have compiled a list of action verbs for you to use!

## Administration & Management

- advised
- approved
- authorized
- consolidated
- delegated
- determined
- developed
- directed
- enforced
- examined
- governed
- guided
- headed
- influenced
- initiated
- installed
- instituted
- integrated
- launched
- managed
- mentored
- monitored
- negotiated
- originated
- prioritized
- processed
- promoted
- recommended
- redirected
- referred
- reorganized
- represented
- reviewed
- streamlined
- strengthened
- supervised
- taught
- trained
- validated

## Communication & Creativity

- acted
- addressed
- arranged
- assessed
- authored
- clarified
- composed
- conducted
- constructed
- corresponded
- created
- critiqued
- designed
- edited
- formulated
- interpreted
- interviewed
- introduced
- invented
- lectured
- modernized
- performed
- planned
- presented
- produced
- proofread
- publicized
- published
- reconciled
- recruited
- rectified
- remodeled
- reported
- revitalized
- scheduled
- screened
- shaped
- summarized
- translated

# Financial Management

- adjusted
- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- bought
- budgeted
- calculated
- computed
- decreased
- disbursed
- dispensed
- distributed
- economized
- eliminated
- exceeded
- financed
- forecast
- funded
- gained
- generated
- increased
- invested
- marketed
- negotiated
- projected
- purchased
- reconciled
- reduced
- secured
- shopped
- sold
- solicited
- sourced
- systematized
- underwrote
- upgraded

# Helping & Caregiving

- advanced
- advised
- aided
- assisted
- attended
- boosted
- collaborated
- comforted
- consoled
- consulted
- counseled
- diagnosed
- educated
- encouraged
- facilitated
- fostered
- guided
- helped
- instilled
- liaised
- mentored
- nurtured
- optimized
- promoted
- provided
- rectified
- redeemed
- referred
- reformed
- repaired
- represented
- served
- stabilized
- supplied
- supported
- translated
- treated
- tutored
- unified

# Office Support

- adhered
- applied
- appropriated
- assisted
- attained
- awarded
- balanced
- built
- communicated
- completed
- contributed
- coordinated
- cut
- determined
- distributed
- documented
- drafted
- enacted
- evaluated
- examined
- executed
- formalized
- hired
- identified
- implemented
- improved
- instituted
- maintained
- operated
- ordered
- organized
- planned
- prepared
- processed
- recorded
- resolved
- scheduled
- screened
- secured

# Research & Analysis

- administered
- amplified
- analyzed
- assessed
- calculated
- charted
- collected
- compared
- compiled
- conducted
- constructed
- consulted
- critiqued
- detected
- discovered
- documented
- drafted
- edited
- evaluated
- examined
- exhibited
- experimented
- explored
- extracted
- grouped
- identified
- integrated
- interpreted
- interviewed
- investigated
- located
- measured
- obtained
- organized
- proofread
- researched
- reviewed
- summarized
- surveyed

# Sales & Persuasion

- arbitrated
- catalogued
- centralized
- consulted
- dissuaded
- established
- expedited
- familiarized
- improved
- increased
- influenced
- inspired
- judged
- launched
- lectured
- led
- liaised
- manipulated
- marketed
- mediated
- moderated
- negotiated
- performed
- produced
- promoted
- proposed
- publicized
- purchased
- realized
- recruited
- reduced
- reported
- routed
- saved
- served
- set goals
- sold
- solved
- stimulated

# Technical Ability

- analyzed
- broadened
- classified
- compiled
- computed
- conceived
- conducted
- designed
- detected
- developed
- devised
- eliminated
- expanded
- fabricated
- facilitated
- forecast
- formed
- generated
- inspected
- installed
- integrated
- interfaced
- launched
- mastered
- modified
- molded
- operated
- packaged
- pioneered
- processed
- programmed
- published
- reconstructed
- restored
- revamped
- streamlined
- supplemented
- trained
- upgraded