

Action Verbs for Resumes and Cover Letters



accelerated
acclimated
accompanied
accomplished
achieved
acquired
acted
activated
actuuated
adapted
added
addressed
adhered
adjusted
administered
admitted
adopted
advanced
advertised
advised
advocated
aided
allocated
altered
amended
amplified
analyzed
anticipated
appointed
appraised
approached
arbitrated
arranged
ascertained
asked
assembled
assumed
assessed
assisted
attained
attracted

audited
augmented
authored
authorized
automated

balanced
bargained
borrowed
bought
broadened
budgeted
built

calculated
canvassed
capitalized
captured
carried out
cataloged
centralized
challenged
chaired
charted
circulated
clarified
classified
cleared
closed
co-authored
cold called
collaborated
collected
combined
commissioned
committed
communicated
compared
compiled
complied
completed

composed
computed
conceived
conceptualize
d concluded
condensed
conducted
conferred
consolidated
constructed
consulted
contracted
contrasted
contributed
contrived
controlled
converted
convinced
coordinated
corrected
corresponded
counseled
counted
created
critiqued
cultivated
cut

decided
decentralized
decreased
deferred
defined
delegated
delivered
demonstrated
depreciated
described
designated
designed
determined

developed
devised
devoted
diagrammed
directed
disclosed
discovered
dispatched
displayed
distinguished
distributed
diversified
divested
documented
doubled
drafted

earned
eased
edited
elected
eliminated
enabled
encouraged
endorsed
enforced
engaged
engineered
enlarged
enriched
established
estimated
evaluated
examined
exchanged
executed
exercised
expanded
expedited
explained
extended

extracted
extrapolated

facilitated
familiarized
fashioned
fielded
fit
focused
forecasted
formalized
formed
formulated
fortified
found
founded
framed
fulfilled
functioned
furnished

gained
gathered
gauged
generated
governed
granted
grouped
guided
handled
hired
hosted

identified
illustrated
illuminated
implemented
improved
improvised
inaugurated
indoctrinated
increased
influenced
informed
initiated

innovated
inquired
inspected
inspired
installed
instigated
instilled
instituted
instructed
insured
interfaced
interpreted
interviewed
introduced
invented
invested
investigated
invited
involved
isolated
issued

joined
judged

launched
lectured
led
lightened
liquidated
litigated
lobbied
localized
located

maintained
managed
mapped
marketed
maximized
measured
mediated

merchandised
merged
minimized
modeled
moderated
modernized
modified
monitored
motivated
moved
multiplied

narrated
negotiated
noticed
observed
obtained
offered
offset
opened
operated
orchestrated
ordered
organized
oriented
originated
overhauled
oversaw

participated
passed
patterned
penalized
perceived
performed
permitted
persuaded
phased out
pinpointed
pioneered
planned
polled

prepared presented
preserved presided
prevented
prioritized probed
processed procured
produced profiled
programmed
projected promoted
prompted
proposed
proved
provided
publicized
published
purchased
pursued

quantified
quoted

raised
ranked
rated
reacted
received
recommended
reconciled
recorded
recovered
recruited
rectified
redesigned
reduced
referred
refined
regained
regulated
rehabilitated
reinforced
reinstated
rejected
related

remedied
remodeled
renegotiated
reorganized
replaced
repaired
reported
represented
requested
researched
resolved
responded
restored
restructured
resulted
retained
retrieved
revamped
revealed
reversed
reviewed
revised
revitalized
rewarded
routed

safeguarded
salvaged
scheduled
screened
secured
segmented
selected
separated
served
serviced
settled
shaped
shortened
shrank
signed
simplified

sold
solved
spearheaded
specified
speculated
spread
stabilized
staffed
staged
standardized
steered
stimulated
strategized
streamlined
strengthened
stressed
structured
studied
submitted
substantiated
substituted
suggested
summarized
superseded

supervised supplied
supported
surpassed surveyed
synchronized
synthesized
systematized

tabulated
tailored
targeted
taught
terminated
tested
testified
tightened
traced
traded
trained
transferred
transformed
translated
transported
traveled
treated

tripled

uncovered
undertook
unified
united
updated
upgraded
used
utilized

validated
valued
verified
viewed
visited

weighed
welcomed
widened
witnessed
won
worked
wrote