



ACTION VERBS

Action verbs are a critical component of all job search correspondence (resume and cover letters). Refer to the lists below to enhance your descriptions of internship, volunteer, academic and professional experiences. Remember to try and use an action verb only once in each position on your resume.

Lists by Skill Type

Management/Leadership	Communication	Organizational/Clerical
Administered	Addressed	Approved
Analyzed	Clarified	Arranged
Attained	Collaborated	Catalogued
Considered	Communicated	Categorized
Consolidated	Composed	Charted
Contracted	Conferred	Classified
Controlled	Contacted	Coded
Converted	Conveyed	Collected
Coordinated	Convinced	Compiled
Decided	Corresponded	Corrected
Delegated	Defined	Corresponded
Developed	Developed	Distributed
Directed	Directed	Executed
Eliminated	Drafted	Filed
Enhanced	Edited	Generated
Established	Explained	Incorporated
Generated	Formulated	Inspected
Headed	Incorporated	Logged
Improved	Influenced	Maintained
Incorporated	Interpreted	Monitored
Increased	Interviewed	Obtained
Initiated	Listened	Ordered
Inspected	Mediated	Organized
Led	Moderated	Prepared
Managed	Negotiated	Processed
Motivated	Persuaded	Purchased
Navigated	Presented	Recorded
Organized	Promoted	Registered
Originated	Proposed	Responded
Overhauled	Publicized	Reviewed
Oversaw	Recruited	Routed
Planned	Referred	Scheduled
Prioritized	Reinforced	Screened
Produced	Reported	Submitted
Recommended	Resolved	Supplied
Restored	Solicited	Standardized
Reviewed	Summarized	Systematized
Streamlined	Synthesized	Updated
Strengthened	Translated	Validated
Supervised	Wrote	Verified



Research	Technical	Teaching
Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized Researched Reviewed Searched Solved Summarized Surveyed Systematized Tested	Adapted Applied Assembled Built Calculated Computed Conserved Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved Specialized Standardized Studied Upgraded Utilized	Adapted Advised Clarified Coached Communicated Conducted Coordinated Critiqued Developed Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded Simulated Stimulated Taught Tested Trained Transmitted Tutored



Financial	Creative	Helping
Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed Marketed Measured Netted Planned Prepared Programmed Projected Qualified Reconciled Reduced Researched Retrieved	Acted Adapted Began Combined Composed Conceptualized Condensed Created Customized Designed Developed Directed Displayed Drew Entertained Established Fashioned Formulated Founded Illustrated Initiated Instituted Integrated Introduced Invented Modeled Modified Originated Performed Photographed Planned Revised Revitalized Shaped Solved	Adapted Advocated Aided Answered Arranged Assessed Assisted Clarified Coached Collaborated Contributed Cooperated Counseled Demonstrated Diagnosed Educated Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided Helped Intervened Motivated Prevented Provided Referred Rehabilitated Represented Resolved Simplified Supplied Supported Volunteered



Additional Action Verbs

arbitrated	experimented	lectured	recommended	scheduled
ascertained	explained	lifted	reconciled	selected
charted	expressed	listened	perceived	sensed
classified	filed	logged	performed	separated
collected	financed	maintained	persuaded	served
completed	fixed	managed	photographed	sewed
conducted	formulated	manipulated	piloted	shaped
conserved	founded	mediated	planned	shared
consolidated	gathered	memorized	predicted	showed
constructed	generated	modeled	prepared	sketched
controlled	guided	monitored	prescribed	solved
coordinated	handled	motivated	presented	sorted
counseled	headed	navigated	printed	summarized
created	hypothesized	negotiated	processed	supervised
decided	identified	observed	produced	supplied
defined	illustrated	obtained	programmed	synthesized
delivered	imagined	offered	projected	systematized
detailed	implemented	operated	promoted	talked
detected	improved	ordered	proof-read	taught
determined	improvised	organized	protected	tended
devised	increased	originated	publicized	tested
diagnosed	influenced	perceived	purchased	trained
directed	informed	performed	recorded	transcribed
discovered	initiated	persuaded	recruited	translated
dispensed	innovated	piloted	reduced	traveled
displayed	inspected	planned	referred	treated
dissected	installed	played	rehabilitated	troubleshoot
distributed	instituted	predicted	related	tutored
dramatized	instructed	prepared	rendered	typed
eliminated	integrated	presented	repaired	unified
empathized	interpreted	printed	reported	united
enforced	interviewed	processed	represented	upgraded
established	invented	produced	researched	used
estimated	inventoried	programmed	resolved	utilized
evaluated	investigated	questioned	responded	verbalized
examined	judged	raised	restored	weighed
expanded	led	reasoned	reviewed	wired