



Action Words for Resumes and Cover Letters

Using specific action words (verbs) can help you articulate your skills and experience. Check out the themed lists of action words below and consider what verbs you can use to best describe your experience.

Leadership and Teamwork

Adapted	Contributed	Encouraged	Guided	Motivated	Resolved
Advised	Cooperated	Energized	Harmonized	Negotiated	Simplified
Advocated	Co-ordinated	Engineered	Helped	Participated	Spearheaded
Aided	Coproduced	Established	Implemented	Partnered	Supervised
Answered	Corresponded	Executed	Improved	Persuaded	Supplied
Assessed	Counselled	Expedited	Increased	Pioneered	Supported
Assisted	Delegated	Facilitated	Inspired	Planned	Taught
Blended	Demonstrated	Familiarized	Instructed	Provided	Trained
Budgeted	Developed	Forged	Joined	Referred	Transformed
Clarified	Diagnosed	Fostered	Led	Regulated	United
Coached	Diversified	Furthered	Managed	Rehabilitated	Verified
Co-authored	Educated	Galvanized	Mentored	Reinforced	Volunteered
Collaborated	Enabled	Gathered	Merged	Represented	

Communication and Interpersonal

Addressed	Collaborated	Counselled	Equalized	Lobbied	Persuaded
Authored	Collected	Critiqued	Forged	Lowered	Presented
Blended	Composed	Defined	Gathered	Maintained	Promoted
Briefed	Conveyed	Described	Illustrated	Minimized	Proofread
Campaigned	Convinced	Dispensed	Instructed	Navigated	Publicized
Captured	Cooperated	Documented	Joined	Negotiated	Recognized
Classified	Co-produced	Edited	Learned	Partnered	Reviewed
Co-authored	Corresponded	Empathized	Listened	Performed	Secured

Organizational and Administrative

Adjusted	Confirmed	Forecasted	Introduced	Oversaw	Reconciled
Administered	Controlled	Formed	Launched	Pioneered	Recorded
Arranged	Coordinated	Founded	Led	Planned	Screened
Budgeted	Designed	Generated	Marketed	Prepared	Spearheaded
Calculated	Developed	Headed	Monitored	Presented	Streamlined
Catalogued	Devised	Implemented	Negotiated	Prioritized	Systematized
Classified	Engineered	Incorporated	Orchestrated	Processed	Verified
Collected	Established	Initiated	Organized	Produced	
Compiled	Executed	Inspected	Overhauled	Purchased	

Creative and Problem Solving

Brainstormed	Derived	Founded	Introduced	Proofread	Shaped
Communicated	Designed	Illustrated	Invented	Published	Storyboarded
Conceived	Diagrammed	Imagined	Modelled	Redesigned	Strategized
Conceptualized	Directed	Improved	Originated	Refined	Translated
Crafted	Drafted	Instituted	Outlined	Researched	Visualized
Curated	Established	Interpreted	Produced	Revitalized	Wrote

Research and Technical

Analyzed	Computed	Evaluated	Interpreted	Qualified	Synthesized
Assembled	Co-ordinated	Examined	Investigated	Quantified	Systematized
Assessed	Described	Explored	Mapped	Remodeled	Tested
Audited	Designed	Facilitated	Measured	Researched	Tracked
Calculated	Diagnosed	Forecasted	Organized	Reviewed	Upgraded
Catalogued	Discovered	Identified	Overhauled	Solved	
Clarified	Engineered	Inspected	Programmed	Surveyed	