

Action Verbs

Action verbs add impact to your resume and cover letter writing. No job seeker should be without carefully chosen action verbs to describe accomplishments, skills, and experiences on their resumes and cover letters!

Examples of action verbs being used within the resume:

- **Achieved** highest annual sales volume among 50 employees at retail store.
- **Provided** network and desktop support to over 100 users across six departments.
- **Collaborated** with co-workers to **develop** a semester teaching unit on culture, ethnicity, and identity.
- **Organized** and **facilitated** two, in-service training programs for residence hall advisors.

Administrative/Organizational Skills					
abbreviated	charted	continued	orchestrated	reorganized	summarized
abolished	closed	coordinated	ordered	repaired	supplied
accomplished	distributed	deployed	organized	replaced	supported
adjusted	edited	displayed	outlined	rescheduled	systemized
administered	filed	gathered	planned	reserved	transcribed
admitted	finalized	highlighted	prepared	retained	transformed
advanced	formalized	mapped out	prioritized	routed	updated
arranged	collected	merged	processed	scheduled	upgraded
bid	combined	monitored	produced	shipped	utilized
categorized	condensed	normalized	projected	streamlined	verified
changed	consolidated	operated	registered	submitted	
Communication/Helping Skills					
acknowledged	bestowed	corroborated	interacted	participated	reconciled
acquainted	briefed	debated	interviewed	partnered	renegotiated
addressed	calmed	discerned	introduced	persuaded	represented
advertised	championed	discussed	justified	presented	resolved
advocated	collaborated	dispensed	listened	prescribed	responded
aimed	communicated	diverted	marketed	promoted	sold
answered	contacted	elevated	mediated	propelled	spoke
appealed	contracted	emphasized	molded	proposed	unified
arbitrated	conveyed	endorsed	motivated	provided	verbalized
articulated	cooperated	greeted	navigated	queried	
assisted	corresponded	influenced	negotiated	questioned	
Creative Skills					
accentuated	developed	fashioned	innovated	perceived	renewed
acted	devised	forged	inspired	performed	renovated
catered	diversified	formed	integrated	positioned	reused
composed	drafted	fortified	intensified	photographed	solidified
conceived	enacted	founded	invented	pioneered	sparked
conceptualized	engineered	illustrated	mastered	produced	specialized
crafted	enhanced	imagined	minimized	proliferated	transformed
customized	entertained	implemented	modeled	prospected	transitioned
created	established	improvised	modified	realigned	trimmed
derived	exhibited	individualized	optimized	rebuilt	wrote
designed	extricated	initiated	originated	recycled	

Handout adapted from Kent State University, Career Exploration and Development



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College of Business
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For more information:
Career Services Office
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Data/Financial Skills					
accounted for accumulated added adjusted bought budgeted calculated certified aligned allocated altered	analyzed anchored appraised audited balanced budgeted catalogued collected compared computed counted	counteracted cut decreased documented earned economized eliminated entered estimated expedited expended	exported factored financed forecasted furnished garnered generated imported increased insured inventoried	lowered liquidated maximized measured projected processed received recorded reduced reviewed revised	saved secured selected slashed supplemented totaled tracked transferred upgraded yielded
Management/Leadership Skills					
accomplished achieved adjudicated appointed approved attained attended authorized brainstormed centralized	chaired closed commanded commissioned considered controlled curtailed critiqued delegated demonstrated	designated determined directed distinguished dominated drove elected enforced entrenched executed	excelled foresaw governed headed housed hosted hired involved joined launched	led leveraged managed moderated officiated oversaw presided progressed regulated reinforced	repositioned restructured spearheaded strategized supervised terminated thwarted won
Teaching/Training Skills					
adapted addressed advised affirmed cautioned celebrated clarified coached conducted	consulted corrected counseled debugged delivered demonstrated educated employed empowered	enabled encouraged evaluated explained facilitated fostered graded guided handled	hired implemented informed instilled instituted instructed interviewed lectured licensed	mentored observed oriented quizzed recruited rehabilitated reinforced serviced stimulated	studied substantiated taught trained tutored united
Technical/Research Skills					
ascertained analyzed applied authenticated built capitalized certified classified coded compared complied conceptualized	conducted connected constructed converted deciphered decoded defined detected diagnosed differentiated discovered examined	experimented explored focused formulated generated hypothesized identified indicated inspected installed interpreted investigated	located logged manipulated manufactured piloted pinpointed predicted procured programmed rated recaptured reengineered	researched restored resulted in retrieved revealed safeguarded screened searched separated solved specified standardized	surveyed synthesized tested troubleshoot uncovered upgraded validated

