

► Action Verbs by Skill Set

Use action verbs to give punch to your résumé and cover letters.

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|-----------------------------|------------------------------|--------------------------|--------------------------------------|--------------------------------------|------------------------|-------------------------|
| Communication Skills | Summarized | Inventoried | Educated | Instituted | Reviewed | Facilitated |
| Addressed | Synthesized | Invested | Encouraged | Intervened | Routed | Focused |
| Advertised | Translated | Managed | Ensured | Launched | Scheduled | Fostered |
| Advocated | Wrote | Marketed | Expedited | Led | Screened | Guided |
| Arbitrated | Creative Skills | Measured | Facilitated | Managed | Specified | Helped |
| Arranged | Acted | Netted | Familiarized | Mediated | Submitted | Incorporated |
| Articulated | Adapted | Planned | Furthered | Merged | Supplied | Individualized |
| Authored | Applied | Predicted | Guided | Motivated | Standardized | Informed |
| Clarified | Began | Prepared | Helped | Navigated | Systematized | Initiated |
| Collaborated | Combined | Programmed | Insured | Organized | Tabulated | Instilled |
| Communicated | Composed | Projected | Intervened | Originated | Updated | Instructed |
| Composed | Conceptualized | Qualified | Motivated | Overhauled | Validated | Lectured |
| Condensed | Condensed | Quantified | Performed | Oversaw | Verified | Motivated |
| Conferred | Created | Reconciled | Prevented | Planned | | Persuaded |
| Consulted | Customized | Recorded | Provided | Presided | Research Skills | Prepared |
| Contacted | Designed | Reduced | Referred | Prioritized | Analyzed | Set goals |
| Conveyed | Developed | Researched | Rehabilitated | Produced | Clarified | Simulated |
| Convinced | Directed | Retrieved | Represented | Recommended | Collected | Stimulated |
| Corresponded | Displayed | Verified | Resolved | Reorganized | Compared | Supervised |
| Debated | Drew | Efficiency Skills | Simplified | Replaced | Conducted | Supported |
| Defined | Entertained | Accelerated | Solved | Restored | Controlled | Taught |
| Developed | Established | Allocated | Supplied | Reviewed | Critiqued | Tested |
| Directed | Fashioned | Boosted | Supported | Scheduled | Detected | Trained |
| Discussed | Formulated | Centralized | Trained | Secured | Determined | Transmitted |
| Drafted | Founded | Downsized | Upheld | Selected | Diagnosed | Tutored |
| Edited | Illustrated | Edited | Volunteered | Streamlined | Evaluated | |
| Elicited | Improvvised | Eliminated | Worked | Strengthened | Examined | Technical Skills |
| Encouraged | Initiated | Enhanced | Management/ Leadership Skills | Supervised | Experimented | Adapted |
| Enlisted | Instituted | Enhanced | Achieved | Terminated | Explored | Analyzed |
| Explained | Integrated | Expanded | Administered | United | Extracted | Applied |
| Expressed | Introduced | Expedited | Analyzed | Organizational/ Detail Skills | Formulated | Assembled |
| Formulated | Invented | Lessened | Appointed | Approved | Gathered | Built |
| Furnished | Modeled | Leveraged | Appointed | Arranged | Identified | Calculated |
| Incorporated | Modified | Maximized | Approved | Catalogued | Inspected | Computed |
| Influenced | Navigated | Merged | Assigned | Categorized | Interpreted | Conducted |
| Interacted | Originated | Optimized | Attained | Charted | Interviewed | Conserved |
| Interpreted | Performed | Outlined | Authorized | Classified | Invented | Constructed |
| Interviewed | Photographed | Outsourced | Chaired | Coded | Investigated | Converted |
| Involved | Planned | Prevented | Challenged | Collected | Located | Debugged |
| Joined | Presented | Prioritized | Considered | Compiled | Measured | Designed |
| Judged | Revised | Reorganized | Consolidated | Corrected | Organized | Determined |
| Lectured | Revitalized | Reduced | Contracted | Corresponded | Reported | Developed |
| Listened | Shaped | Revised | Controlled | Dispatched | Replicated | Devised |
| Marketed | Solved | Simplified | Converted | Distributed | Researched | Engineered |
| Mediated | Data/Financial Skills | Standardized | Coordinated | Reviewed | Reviewed | Fabricated |
| Moderated | Administered | Streamlined | Decided | Searched | Searched | Fortified |
| Motivated | Adjusted | Synthesized | Delegated | Executed | Solved | Installed |
| Negotiated | Allocated | Systematized | Developed | Filed | Summarized | Maintained |
| Observed | Analyzed | Upgraded | Directed | Generated | Surveyed | Operated |
| Outlined | Appraised | Helping Skills | Eliminated | Implemented | Systematized | Overhauled |
| Participated | Assessed | Adapted | Emphasized | Incorporated | Tested | Printed |
| Persuaded | Audited | Advocated | Enforced | Inspected | Wrote | Programmed |
| Presented | Balanced | Aided | Enhanced | Logged | Teaching Skills | Rectified |
| Promoted | Budgeted | Answered | Established | Maintained | Adapted | Reengineered |
| Proposed | Calculated | Arranged | Evaluated | Monitored | Advised | Regulated |
| Publicized | Compared | Assessed | Executed | Obtained | Aided | Remodeled |
| Reconciled | Computed | Assisted | Generated | Operated | Clarified | Repaired |
| Recruited | Conserved | Built | Handled | Ordered | Coached | Replaced |
| Referred | Corrected | Clarified | Headed | Organized | Communicated | Restored |
| Reinforced | Counted | Coached | Hired | Prepared | Conducted | Solved |
| Reported | Determined | Collaborated | Hosted | Processed | Coordinated | Specialized |
| Resolved | Developed | Contributed | Implemented | Provided | Coordinated | Standardized |
| Responded | Documented | Cooperated | Improved | Purchased | Defined | Studied |
| Solicited | Estimated | Counseled | Incorporated | Recorded | Developed | Transmitted |
| Specified | Forecasted | Demonstrated | Increased | Registered | Enabled | Upgraded |
| Spoke | | Diagnosed | Initiated | Reserved | Encouraged | Utilized |
| Suggested | | | Inspected | Retrieved | Evaluated | |
| | | | | | Explained | |