

ACTION WORDS BY CATEGORY

Use these words to make your resume and cover letter interesting and professional.

Communication

Addressed	Directed	Interpreted	Referred
Arranged	Discussed	Interviewed	Reported
Collaborated	Drafted	Lectured	Resolved
Communicated	Edited	Mediated	Responded
Composed	Explained	Negotiated	Specified
Consulted	Formulated	Participated	Suggested
Contacted	Incorporated	Presented	Summarized
Corresponded	Influenced	Proposed	Translated
Developed	Interacted	Recruited	Wrote

Creative Skills

Adapted	Developed	Initiated	Performed
Combined	Displayed	Instituted	Photographed
Composed	Drew	Integrated	Planned Revised
Condensed	Established	Introduced	Revitalized
Created	Formulated	Modeled	Shaped
Customized	Founded	Modified	Solved
Designed	Illustrated	Originated	

Data/Financial Skills

Administered	Balanced	Estimated	Programmed
Adjusted	Budgeted	Forecasted	Projected
Allocated	Calculated	Managed	Quantified
Analyzed	Computed	Marketed	Reconciled
Appraised	Corrected	Measured	Reduced
Assessed	Determined	Planned	Researched
Audited	Developed	Prepared	Retrieved

Helping Skills

Aided Answered	Contributed	Expedited	Referred
Arranged	Cooperated	Facilitated	Rehabilitated
Assessed	Counseled	Familiarized	Resolved
Assisted	Demonstrated	Guided	Simplified
Clarified	Educated	Motivated	Supplied
Collaborated	Encouraged	Prevented	Supported
	Ensured	Provided	Volunteered

Leadership Skills

Administered	Chaired	Decided	Established
Analyzed	Considered	Delegated	Executed
Appointed	Consolidated	Developed	Generated
Approved	Contracted	Directed	Headed
Assigned	Controlled	Eliminated	Hired
Attained	Converted	Enforced	Improved
Authorized	Coordinated	Enhanced	Incorporated

Increased	Modernized	Produced	Scheduled
Initiated	Motivated	Recommended	Selected
Inspected	Navigated	Reorganized	Strengthened
Instituted	Organized	Restored	Supervised
Led	Oversaw	Restructured	Terminated
Managed	Planned	Revamped	
Merged	Prioritized	Reviewed	

Organizational Skills

Arranged	Corresponded	Obtained	Scheduled
Catalogued	Distributed	Ordered	Screened
Categorized	Executed	Organized	Submitted
Charted	Generated	Prepared	Standardized
Classified	Incorporated	Processed	Updated
Coded	Inspected	Provided	Validated
Collected	Maintained	Recorded	Verified
Compiled	Monitored	Reviewed	

Research Skills

Analyzed	Critiqued	Examined	Gathered
Clarified	Detected	Experimented	Inspected
Collected	Determined	Explored	Interviewed
Compared	Diagnosed	Extracted	Investigated
Conducted	Evaluated	Formulated	Located
Measured	Researched	Searched	Summarized
Organized	Reviewed	Solved	Tested

Teaching Skills

Advised	Developed	Guided	Stimulated
Clarified	Enabled	Informed	Taught
Coached	Encouraged	Instilled	Tested
Communicated	Evaluated	Instructed	Trained
Conducted	Explained	Motivated	Transmitted
Coordinated	Facilitated	Persuaded	Tutored
Critiqued	Focused	Simulated	

Technical Skills

Adapted	Debugged	Operated	Restored
Applied	Designed	Overhauled	Solved
Assembled	Determined	Printed	Specialized
Built	Developed	Programmed	Standardized
Calculated	Engineered	Rectified	Studied
Computed	Fabricated	Regulated	Upgraded
Conserved	Fortified	Remodeled	Utilized
Constructed	Installed	Repaired	
Converted	Maintained	Replaced	

USEFUL WORDS AND PHRASES

The following are action words and phrases to use on applications and resumes to describe your skills and qualities.

About Your Strengths:

Enthusiastic	Humorous	Punctual	Specialist
Dynamic	Honest	Risk taker	Efficient
Coordinator	Developer	Motivator	Cooperative
Talented	Fast learner	Hard worker	Assertive
Motivated	Competent	Positive	Troubleshooter
Skilled trainer	Reliable	Achiever	Willing worker
Responsible	Manager	Problem solver	Flexible
Dedicated	Leader	Trustworthy	Careful
	Effective	Organized	Neat appearance

About Your Experience:

Comprehensive	General	Broad	Consistent record of growth and promotions
Extensive	Intensive	Solid	
Competent	Successful	Specific	Well-trained
Good evaluation			

About Your Abilities And Skills:

Implement	Write/compose	Conceive	Innovate
Plan	Increase productivity	Understand	Supervise
Reduce expenses	Teach/train	Schedule	Solve problems
Increase profits	Develop	Follow instructions	Delegate
Modify	Create	Communicate	Establish priorities
Analyze	Initiate	Practice	

Relating To Data:

Administered	Completed	Implemented	Researched
Analyzed	Coordinated	Innovated	Copied
Reported	Bookkeeping	Revised	Scheduled
Investigated	Budgeted	Designed	Organized
Calculated	Developed	Planned	Presented
Transcribed	Compared	Directed	Solved
Computed	Evaluated	Processed	Wrote
Compiled	Figured	Programmed	

Relating To Leadership/Communication:

Accepted supervision	Encourage others	Refer	Organized
Interview	Entertain	Share	Debate
Communicate	Fundraiser	Evaluate	Protect
Interpersonal skills	Supervise	Strengthen	Divert
Arrange	Fire/hire	Team member	Service
Coordinate	Motivate	Influence	Spoke
Counsel	Negotiate	Manage	Helped
Develop	Persuade	Advise	Train
Support	Promote	Conduct	Instruct
Direct			

Relating To Technical Skills:

Act	Operate	Install	Maintain
Lift	Inventory	Store	Adjust
Balance	Supply	Assemble	Test
Alter	Manipulate	Made	Tend
Mark	Build/construct	Control	Mix
Deliver	Transport	Move	Examine
Perform	Distribute	Receive	Prepare
Fabricate	Precision work	Fed	Sample
File	Sample	Guide	Handle
Set up	Sold	Improve	Shape
Inspect	Stock	Sort	Type

How I Did It:

Without error	Best for the month	Without missing
Under pressure	On time	In my spare time
Carefully	Ahead of time	Completely
At lower cost	Without injury	Faster than
At a savings	Above average	Correctly