

# Action Verbs

## Quick Tips



When writing your resume or cover letter it is important to use powerful action verbs that describe experience and skills.

### Financial Skills

administered  
allocated  
analyzed  
audited  
budgeted  
computed  
developed  
forecasted  
planned  
decreased

managed  
projected  
marketed  
researched  
allocated  
balanced

### Teaching Skills

addressed  
corresponded  
formulated  
negotiated  
recruited  
arbitrated  
developed  
influenced  
persuaded  
interpreted

directed  
presented  
drafted  
lectured  
spoke  
translated  
advised  
clarified  
coached  
communicated

delivered  
developed  
educated  
enabled  
encouraged  
evaluated  
explained  
facilitated  
instructed  
lectured

### Creative Skills

customized  
fashioned  
instituted  
originated  
composed  
designed  
founded  
integrated  
planned  
conceptualized

illustrated  
introduced  
revitalized  
acted  
initiated  
invented  
shaped  
conceived  
developed

### Communication Skills

addressed  
corresponded  
formulated  
negotiated  
recruited  
arbitrated  
developed  
influenced

directed  
presented  
drafted  
lectured  
spoke  
translated  
interpreted  
collaborated

persuaded  
authored

### Technical Skills

assembled  
computed  
engineered  
installed  
overhauled  
built  
converted  
expanded

remodeled  
repaired  
solved  
systemized  
programmed  
investigated  
maintained  
designed

### Administrative/Organizational Skills

approved  
compiled  
implemented  
prepared  
recorded  
arranged  
documented  
inspected

monitored  
organized  
tabulated  
prepared  
scheduled  
updated  
systemized  
catalogued

processed  
finalized

### Management/Leadership Skills

administered  
consolidated  
evaluated  
oversaw  
allocated  
contracted  
executed  
planned

coordinated  
improved  
prioritized  
spearheaded  
delegated  
produced  
supervised  
recommended

analyzed  
led  
train  
assigned  
scheduled  
increased

### Customer Service/Teamwork Skills

advised  
contributed  
empowered  
expedited  
motivated  
assessed  
counseled  
enabled

enhanced  
familiarized  
rehabilitated  
diagnosed  
ensured  
represented  
supported  
demonstrated

### Research Skills

clarified  
eliminated  
identified  
investigated  
surveyed  
evaluated  
inspected  
systematized

collected  
diagnosed  
examined  
organized

Be sure your verb tense is in agreement with each experience.

- Past tense with past experiences.
- Present tense when describing current positions.