

ACTION VERBS

The most effective résumés and cover letters use action verbs to demonstrate transferable skills. As the first word of an achievement statement, the action verb highlights the task that demonstrates a skill set. Avoid overusing the same action verb on a résumé.

ACCOMPLISHMENTS

Achieved	Initiated	Spearheaded
Awarded	Pioneered	Succeeded
Completed	Reduced (losses)	Surpassed
Expanded	Resolved (issues)	Transformed
Exceeded	Restored	Won
Improved		

COMMUNICATION/PEOPLE SKILLS

Addressed	Counseled	Interpreted	Recommended
Advertised	Debated	Interviewed	Reconciled
Advocated	Defined	Judged	Recruited
Appraised	Described	Lectured	Referred
Arbitrated	Developed	Led	Reported
Articulated	Directed	Listened	Responded
Attested	Drafted	Marketed	Resolved
Authored	Edited	Mediated	Solicited
Clarified	Elicited	Moderated	Spoke
Collaborated	Encouraged	Motivated	Suggested
Communicated	Entertained	Negotiated	Summarized
Composed	Explained	Officiated	Surveyed
Condensed	Expressed	Persuaded	Synthesized
Conferred	Incorporated	Presented	Trained
Consulted	Influenced	Proposed	Translated
Contacted	Informed	Promoted	Taught
Convinced	Instructed	Publicized	Wrote
Corresponded	Interacted	Queried	

CONSTRUCTION/MECHANICAL

Adjusted	Dismantled	Operated	Repaired
Assembled	Framed	Packed	Replaced
Built	Installed	Performed	Set up
Calibrated	Lifted	Rebuilt	Upgraded
Constructed	Maintained	Regulated	Welded
Converted	Mastered	Removed	Wired
Diagnosed	Modeled		

CREATIVE SKILLS

Acted	Developed	Illustrated	Performed
Adapted	Directed	Improvised	Photographed
Applied	Displayed	Initiated	Planned
Brainstormed	Drew	Instituted	Presented
Combined	Engineered	Integrated	Produced
Composed	Entertained	Introduced	Revised
Conceptualized	Envisioned	Invented	Revitalized
Condensed	Established	Modeled	Shaped
Created	Fashioned	Modified	Solved
Customized	Formulated	Navigated	Visualized
Designed	Founded	Originated	

DETAIL/CLERICAL SKILLS

Approved	Executed	Ordered	Retrieved
Arranged	Filed	Organized	Screened
Catalogued	Generated	Prepared	Specified
Classified	Implemented	Processed	Systematized
Collected	Inspected	Purchased	Tabulated
Compiled	Monitored	Recorded	Validated
Dispatched	Operated		

EFFICIENCY SKILLS

Accelerated	Enhanced	Optimized	Revised
Allocated	Expedited	Outlined	Simplified
Boosted	Heightened	Outsourced	Standardized
Centralized	Lessened	Prevented	Streamlined
Downsized	Leveraged	Prioritized	Synthesized
Edited	Maximized	Reorganized	Systematized
Eliminated	Merged	Reduced	Upgraded

FINANCIAL/DATA SKILLS

Administered	Compared	Inventoried	Projected
Adjusted	Computed	Invested	Purchased
Allocated	Conserved	Managed	Quantified
Analyzed	Corrected	Marketed	Reconciled
Appraised	Counted	Measured	Recorded
Assessed	Determined	Planned	Reduced
Audited	Developed	Predicted	Researched
Balanced	Documented	Prepared	Retrieved
Budgeted	Estimated	Programmed	Verified
Calculated	Forecasted		

HELPING SKILLS

Adapted	Demonstrated	Performed
Advocated	Diagnosed	Prevented
Aided	Educated	Provided
Answered	Encouraged	Referred
Arranged	Ensured	Rehabilitated
Assessed	Expedited	Represented
Assisted	Facilitated	Resolved
Built	Familiarized	Simplified
Cared for	Furthered	Solved
Clarified	Guided	Supplied
Coached	Helped	Supported
Collaborated	Insured	Trained
Contributed	Intervened	Upheld
Cooperated	Mentored	Volunteered
Counseled	Motivated	

LEADERSHIP/MANAGEMENT SKILLS

Achieved	Developed	Hired	Overhauled
Administered	Directed	Hosted	Oversaw
Advised	Educated	Implemented	Planned
Allocated	Elicited	Improved	Presided
Allowed	Eliminated	Incorporated	Prioritized
Analyzed	Emphasized	Increased	Produced
Appointed	Employed	Influenced	Recommended
Approved	Empowered	Initiated	Recruited
Assigned	Enabled	Inspected	Reorganized
Attained	Encouraged	Instructed	Replaced
Authorized	Endorsed	Instituted	Restored
Budgeted	Enforced	Intervened	Reviewed
Chaired	Enhanced	Judged	Sanctioned
Challenged	Established	Launched	Scheduled
Consolidated	Evaluated	Led	Secured
Contracted	Executed	Moderated	Selected
Controlled	Facilitated	Managed	Streamlined
Converted	Fostered	Mediated	Strengthened
Coordinated	Generated	Motivated	Supervised
Decided	Guided	Organized	Terminated
Delegated	Handled	Originated	Trained
Designated	Headed		

ORGANIZATIONAL SKILLS

Approved	Executed	Ordered	Reviewed
Arranged	Filed	Organized	Routed
Budgeted	Generated	Oriented	Scheduled
Catalogued	Implemented	Planned	Screened
Categorized	Incorporated	Prepared	Set up
Centralized	Indexed	Prioritized	Sorted
Charted	Inspected	Processed	Submitted
Classified	Linked	Provided	Supplied
Coded	Logged	Purchased	Standardized
Collected	Maintained	Recorded	Systematized
Compiled	Monitored	Registered	Tabulated
Correlated	Obtained	Regulated	Updated
Corresponded	Operated	Reserved	Validated
Distributed	Orchestrated	Responded	Verified

PROBLEM-SOLVING SKILLS

Alleviated	Finalized	Refined	Remedied
Ameliorated	Fulfilled	Reformed	Remodeled
Augmented	Generated	Rehabilitated	Repaired
Customized	Implemented	Reinforced	Restored
Debugged	Interceded	Streamlined	Retrieved
Eased	Lightened	Strengthened	Revitalized
Elevated	Polished	Supplemented	Revived
Enlarged	Procured	Transformed	Settled
Extended	Rectified	Rejuvenated	Solicited
Extracted	Reduced	Relieved	

RESEARCH SKILLS

Analyzed	Deliberated	Identified	Projected
Ascertained	Detected	Inspected	Rated
Assessed	Determined	Integrated	Recorded
Calculated	Devised	Interpreted	Researched
Clarified	Diagnosed	Interviewed	Reviewed
Collected	Estimated	Invented	Scrutinized
Compared	Evaluated	Investigated	Solved
Computed	Examined	Justified	Studied
Conceptualized	Experimented	Located	Substantiated
Concluded	Explored	Measured	Surveyed
Conducted	Extracted	Observed	Systemized
Confirmed	Forecasted	Organized	Tested
Critiqued	Formulated	Prescribed	Validated
Deciphered	Gathered	Prioritized	

TEACHING/TRAINING SKILLS

Adapted	Explained	Persuaded
Advised	Facilitated	Prepared
Aided	Focused	Set goals
Clarified	Guided	Simulated
Coached	Helped	Supported
Communicated	Incorporated	Supervised
Conducted	Individualized	Stimulated
Coordinated	Informed	Taught
Critiqued	Initiated	Tested
Defined	Instilled	Trained
Developed	Instructed	Transmitted
Enabled	Lectured	Tutored
Encouraged	Mentored	
Evaluated	Motivated	

TEAMWORK SKILLS

Accommodated	Assisted	Mediated
Adapted	Collaborated	Motivated
Adjusted	Contributed	Partnered
Aided	Cooperated	Stimulated
Altered	Fostered	Supported
Amended	Improvised	Tailored
Anticipated	Instructed	Unified

TECHNICAL SKILLS

Adapted	Converted	Monitored	Restored
Analyzed	Debugged	Operated	Solved
Applied	Designed	Overhauled	Specialized
Assembled	Determined	Printed	Standardized
Built	Developed	Programmed	Studied
Calculated	Devised	Published	Supported
Coded	Drafted	Rectified	Transmitted
Computed	Engineered	Reengineered	Troubleshoot
Conducted	Fabricated	Regulated	Upgraded
Configured	Fortified	Remodeled	Utilized
Conserved	Installed	Repaired	Wrote
Constructed	Maintained	Replaced	