

Action Verbs List

The following is a list of verbs commonly used in CV and Cover Letter writing. Use this list to choose the action words that can help your CV and Cover Letter become stronger and more powerful.

- **Management and leadership skills:** Use words such as executed, improved, developed, and directed.
- **Creative skills:** Use verbs similar to created, evaluated, customized, invented, originated and revised.
- **Technical skills:** Use words such as assembled, fabricated, operated and programmed.
- **Communication and People skills:** Use verbs like addressed, developed, influenced and negotiated.
- **Financial skills:** Use words such as audited, budgeted and balanced.
- **Research and Analytical skills:** Use verbs similar to developed, documented, edited and investigated
- **General accomplishments skills:** Use words such as achieved, eliminated, initiated, invented
- **Administrative skills:** Use words similar to arranged, collected, ordered and purchased.
- **Teaching skills:** Use words like coached, instructed and persuaded.
- **Helping skills:** Use verbs such as assisted, guided and volunteered.

There are more sample below for Action Verbs

Communication Skills	Creative Skills	Financial Skills
<ul style="list-style-type: none"> • Advertised • Arranged • Authored • Communicated • Composed • Condensed • Conferred • Consulted • Contacted • Incorporated • Interviewed • Involved • Joined • Lectured • Listened • Marketed • Moderated • Negotiated • Observed • Persuaded • Presented • Proposed • Reconciled • Referred • Reported • Resolved • Specified • Suggested • Summarized • Translated • Wrote 	<ul style="list-style-type: none"> • Adapted • Began • Combined • Composed • Conceptualized • Condensed • Created • Customized • Designed • Developed • Directed • Displayed • Entertained • Established • Fashioned • Formulated • Founded • Illustrated • Initiated • Integrated • Introduced • Invented • Modeled • Modified • Originated • Performed • Photographed • Planned • Revised • Shaped • Solved 	<ul style="list-style-type: none"> • Administered • Adjusted • Analyzed • Appraised • Assessed • Audited • Balanced • Budgeted • Calculated • Computed • Conserved • Corrected • Determined • Developed • Estimated • Forecasted • Managed • Marketed • Measured • Netted • Planned • Prepared • Programmed • Projected • Qualified • Reconciled • Reduced • Researched • Retrieved

Management/Leadership Skills	Helping Skills	Organizational Skills
<ul style="list-style-type: none"> • Administered • Analyzed • Appointed • Approved • Assigned • Attained • Authorized • Chaired • Considered • Controlled • Decided • Delegated • Developed • Directed • Enforced • Enhanced • Established • Executed • Generated • Handled • Headed • Hired • Hosted • Improved • Increased • Inspected • Instituted • Managed • Merged • Motivated • Navigated • Organized • Originated • Oversaw • Planned • Recommended • Reorganized • Restored • Reviewed • Scheduled • Supervised 	<ul style="list-style-type: none"> • Adapted • Advocated • Aided • Answered • Arranged • Assessed • Assisted • Clarified • Coached • Collaborated • Contributed • Cooperated • Counseled • Demonstrated • Diagnosed • Educated • Encouraged • Ensured • Expedited • Facilitated • Familiarized • Furthered • Guided • Helped • Insured • Intervened • Motivated • Prevented • Provided • Referred • Rehabilitated • Represented • Resolved • Simplified • Supplied • Supported • Volunteered 	<ul style="list-style-type: none"> • Approved • Arranged • Catalogued • Categorized • Charted • Classified • Coded • Collected • Compiled • Corrected • Corresponded • Distributed • Executed • Filed • Generated • Incorporated • Inspected • Logged • Maintained • Monitored • Obtained • Operated • Ordered • Organized • Prepared • Processed • Provided • Purchased • Recorded • Registered • Reserved • Reviewed • Routed • Scheduled • Screened • Submitted • Supplied • Standardized • Systematized • Updated • Verified

Research Skills	Teaching Skills	Technical Skills
<ul style="list-style-type: none"> Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized Researched Reviewed Searched Solved Summarized Surveyed Systematized 	<ul style="list-style-type: none"> Adapted Advised Clarified Coached Communicated Conducted Coordinated Critiqued Developed Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded Simulated Stimulated Taught Tested Trained Transmitted Tutored 	<ul style="list-style-type: none"> Applied Assembled Built Calculated Computed Conserved Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved Specialized Standardized Studied Upgraded Utilized

Works Cited

This list of action verbs was adapted from;

KMD Solutions. January 2007. "Free CV Action Verbs". 10 March 2009 <www.kmd-solutions.com/cvactionverbs.htm>