

RESUME/LETTER WRITING

Action Verbs Add Impact

No one seeking employment should be without **carefully chosen action verbs to describe accomplishments, skills, and experiences** on their resumes and cover letters!

Administrative/Organizational Skills					
abbreviated abolished accomplished adjusted administered admitted advanced arranged bid categorized changed	charted closed distributed edited filed finalized formalized collected combined condensed consolidated	continued coordinated deployed displayed gathered highlighted mapped out merged monitored normalized operated	optimized orchestrated ordered organized outlined planned prepared prioritized processed produced projected	registered reorganized repaired replaced rescheduled reserved retained routed scheduled shipped streamlined	submitted summarized supplied supported systemized transcribed transformed updated upgraded utilized verified
Communication/Helping Skills					
acknowledged acquainted addressed advertised advocated aimed answered appealed arbitrated articulated assisted	bestowed briefed calmed collaborated communicated contacted contracted conveyed cooperated corresponded corroborated	debated discerned discussed dispensed diverted elevated emphasized endorsed greeted influenced interacted	interviewed introduced justified listened marketed mediated molded motivated navigated negotiated participated	partnered persuaded presented prescribed promoted propelled proposed provided queried questioned reconciled	renegotiated represented resolved responded sold spoke unified verbalized
Creative Skills					
accentuated acted catered composed conceived conceptualized crafted customized created derived designed	developed devised diversified drafted enacted engineered enhanced entertained established exhibited extricated	fashioned forged formed fortified founded illustrated imagined implemented improvised individualized initiated	innovated inspired integrated intensified invented mastered minimized modeled modified optimized originated	perceived performed positioned photographed pioneered produced proliferated prospected realigned rebuilt recycled	renewed renovated reused solidified sparked specialized transformed transitioned trimmed wrote
Data/Financial Skills					
accounted for accumulated added adjusted bought budgeted calculated certified aligned allocated altered	analyzed anchored appraised audited balanced budgeted catalogued collected compared computed counted	counteracted cut decreased documented earned economized eliminated entered estimated expedited expended	exported factored financed forecasted furnished garnered generated imported increased insured inventoried	lowered liquidated maximized measured projected processed received recorded reduced reviewed revised	saved secured selected slashed supplemented totaled tracked transferred upgraded yielded

Action Verbs for Resumes and Letters

Management/Leadership Skills					
accomplished achieved adjudicated appointed approved attained attended authorized brainstormed centralized	chaired championed closed commanded commissioned considered controlled curtailed critiqued delegated	demonstrated designated determined directed distinguished dominated drove elected enforced entrenched	executed excelled foresaw governed headed housed hosted hired involved joined	launched led leveraged managed moderated officiated orchestrated oversaw presided progressed	regulated reinforced repositioned restructured spearheaded strategized supervised terminated thwarted won
Teaching/Training Skills					
adapted addressed advised affirmed captivated cautioned celebrated clarified coached	conducted consulted corrected counseled debugged delivered demonstrated educated employed	empowered enabled encouraged evaluated explained facilitated fostered graded guided	hired hired implemented informed instilled instituted instructed interviewed lectured	licensed mentored observed oriented quizzed recruited rehabilitated reinforced serviced	stimulated studied substantiated taught trained tutored united
Technical/Research Skills					
ascertained analyzed applied authenticated built capitalized certified classified coded compared complied	conceptualized conducted connected constructed converted deciphered decoded defined detected diagnosed differentiated	discovered examined experimented explored focused generated hypothesized identified indicated inspected installed	interpreted investigated located logged manipulated manufactured piloted pinpointed predicted procured programmed	rated recaptured reengineered researched restored resulted in retrieved revealed safeguarded screened searched	separated solved specified standardized surveyed synthesized tested troubleshoot uncovered upgraded validated
Miscellaneous Skills					
accelerated acquired administered aided assembled assessed assigned assumed assured augmented authored awarded	captured catapulted commercialized compelled completed concluded conserved crystalized decided detailed doubled earned	effected elicited endured energized enlisted ensured exceeded exercised exhorted expanded exploded extracted	familiarized formulated gained graduated halted honored improved incorporated judged masterminded maximized obtained	overcame overhauled perfected proved purchased purified qualified raised recognized rejuvenated remedied returned	revitalized sanctified satisfied served spearheaded strengthened succeeded surpassed synergized targeted

Examples of action verbs *in action* ...

- *“Achieved highest annual sales volume among 90 employees at retail store.”*
- *“Provided network and desktop support to over 100 users across six departments.”*
- *“Collaborated with co-workers to develop a semester teaching unit on culture, ethnicity, and identity.”*
- *“Organized and facilitated two, in-service training programs for residence hall advisors.”*

For more information, visit www.kent.edu/career