

Career Center

Action Verbs for Resumes & Cover Letters

Using action verbs will demonstrate to an employer that you took action, produced results, and contributed. Always begin the descriptions of your experience with words from the list below and avoid writing in the passive voice with phrases such as "skills included..." or "responsible for...".

Accelerate	Collect	Detect	Evaluate	Increase	Measure
Accomplish	Collaborate	Determine	Examine	Influence	Mediate
Achieve	Command	Develop	Exceed	Inform	Mentor
Acquire	Communicate	Devise	Execute	Initiate	Model
Adapt	Compare	Direct	Exhibit	Innovate	Modify
Address	Compel	Discover	Expand	Inspect	Monitor
Advance	Compile	Dispense	Expedite	Inspire	Motivate
Advise	Complete	Display	Experiment	Install	Navigate
Advocate	Compute	Distribute	Export	Institute	Negotiate
Analyze	Conceive	Diversify	Facilitate	Instruct	Nominate
Apply	Conclude	Divert	Finalize	Integrate	Normalize
Appoint	Conduct	Document	Finance	Intensify	Observe
Arbitrate	Conserve	Double	Forge	Interpret	Obtain
Architect	Consolidate	Draft	Form	Interview	Offer
Arrange	Construct	Drive	Formalize	Introduce	Officiate
Ascertain	Consult	Earn	Formulate	Invent	Operate
Assemble	Continue	Edit	Found	Inventory	Orchestrate
Assess	Contract	Educate	Generate	Investigate	Organize
Assist	Convert	Effect	Govern	Judge	Orient
Author	Coordinate	Elect	Graduate	Justify	Originate
Authorize	Correct	Eliminate	Guide	Launch	Outsource
Brief	Counsel	Emphasize	Halt	Lead	Overcome
Budget	Craft	Enact	Head	Lecture	Oversee
Build	Create	Encourage	Hire	License	Participate
Calculate	Critique	Endure	Honor	Listen	Perceive
Capture	Decrease	Energize	Hypothesize	Locate	Perfect
Catalog	Define	Enforce	Identify	Maintain	Perform
Champion	Delegate	Engineer	Illustrate	Manage	Persuade
Chart	Deliver	Enhance	Imagine	Manipulate	Pilot
Clarify	Demonstrate	Enlist	Implement	Manufacture	Pinpoint
Classify	Deploy	Ensure	Import	Map	Pioneer
Close	Design	Establish	Improve	Market	Plan
Coach	Detail	Estimate	Improvise	Mastermind	Position

Predict	Question	Reinforce	Satisfy	Suggest	Transform
Prepare	Rate	Rejuvenate	Schedule	Summarize	Transition
Prescribe	Realign	Render	Secure	Supervise	Translate
Present	Rebuild	Renegotiate	Select	Supply	Troubleshoot
Preside	Recapture	Reorganize	Separate	Support	Unify
Process	Receive	Report	Serve	Surpass	Unite
Procure	Recognize	Reposition	Simplify	Synthesize	Update
Program	Recommend	Represent	Sold	Systemize	Upgrade
Progress	Reconcile	Research	Solidify	Tabulate	Use
Project	Record	Resolve	Solve	Target	Utilize
Promote	Recruit	Respond	Specify	Teach	Verbalize
Propose	Redesign	Restore	Speak	Terminate	Verify
Prospect	Reduce	Restructure	Standardize	Test	Win
Provide	Reengineer	Retrieve	Stimulate	Thwart	Write
Publicize	Regain	Review	Streamline	Train	
Purchase	Regulate	Revise	Structure	Transcribe	
Qualify	Rehabilitate	Revitalize	Succeed	Transfer	