

ARTICULATE YOUR SKILLS AND ACCOMPLISHMENTS.

These action verbs can be used in writing resumes and cover letters and in formulating answers for potential interview questions. Begin descriptions of “what” you did with action verbs for greater impact.

accompanied	confronted	exchanged	managed	researched
achieved	conserved	executed	mapped	resolved
acted	considered	expanded	marketed	restituted
adapted	constructed	expedited	measured	responded
adjusted	contacted	explained	memorized	retained
administered	contributed	explored	mentored	revamped
adopted	controlled	expressed	mobilized	reviewed
advanced	conveyed	extinguished	modeled	revised
advertised	cooperated	facilitated	modified	rotated
advised	coordinated	focused	motivated	sampled
aided	counseled	forecasted	navigated	scheduled
allotted	corresponded	formulated	negotiated	scrutinized
amplified	created	fortified	observed	screened
analyzed	critiqued	found	offered	selected
anticipated	decided	gathered	operated	serviced
applied	deducted	graded	organized	served
appraised	defined	guided	originated	settled
approved	delegated	handled	outlined	set up
arranged	delivered	harmonized	overhauled	shaped
articulated	demonstrated	headed	participated	shared
assembled	described	helped	passed	signaled
assigned	detected	hosted	performed	solicited
assisted	determined	identified	persuaded	solved
attended (to)	developed	implemented	photographed	sought
audited	devised	improved	planned	specialized
authorized	devoted	incorporated	played	specified
balanced	diagnosed	increased	plotted	spent
bargained	diagrammed	informed	predicted	spoke
became	directed	initiated	prepared	stimulated
bought	disclosed	innovated	presented	studied
broadened	discussed	inspected	produced	submitted
budgeted	displayed	inspired	programmed	suggested
built	dissected	installed	promoted	summarized
calculated	distributed	instituted	proposed	supplied
catalogued	diverted	instructed	protected	supplied
checked	drafted	insured	provided	supported
cited	drew	integrated	purchased	surveyed
clarified	edited	interacted	qualified	taught
classified	elected	interpreted	raised	terminated
coached	elicited	intervened	recommended	tested
collaborated	eliminated	interviewed	reconciled	testified
collected	empathized	introduced	recorded	traced
combined	emphasized	investigated	recruited	trained
committed	encouraged	invited	reduced	translated
communicated	enforced	involved	referred	transmitted
compared	enlarged	isolated	reflected	traveled
compiled	ensured	judged	registered	treated
composed	entertained	justified	regulated	tutored
computed	established	lectured	reinforced	updated
concentrated	estimated	led	related	verified
conducted	examined	located	renovated	wrote
conferred	excavated	maintained	reported	