

380+

Resume and Cover Letter Action Verbs

When preparing resumes, letters, emails, and voicemail scripts, consider using a range of action verbs. They will change the meaning and effect of the message you are trying to convey.

380+ Resume and Cover Letter Action Verbs

Management / Leadership Skills

- accomplish
- administer
- advise
- advocate
- apply
- appoint
- approve
- arbitrate
- assign
- assume
- assure
- attain
- authorize
- build
- chair
- coach
- conduct
- consolidate
- consult
- coordinate
- critique
- debate
- delegate
- designate
- determine
- develop
- direct
- enlist
- ensure
- evaluate
- execute
- formalize
- found
- hire
- implement
- improve
- increase
- initiate
- inspire
- lead
- manage
- operate
- organize
- oversee
- pioneer
- plan
- prioritize
- produce
- promote
- recommend
- recruit
- represent
- solve
- spearhead
- sponsor

380+ Resume and Cover Letter Action Verbs

Research / Technical Skills

- analyze
- apply
- assess
- attain
- build
- calculate
- clarify
- collect
- compile
- compute
- conduct
- construct
- define
- design
- detect
- develop
- devise
- diagnose
- discover
- document
- effect
- enable
- engineer
- evaluate
- examine
- explain
- explore
- extract
- find
- formulate
- gather
- generate
- identify
- improve
- incorporate
- inspect
- install
- interpret
- interview
- investigate
- model
- monitor
- locate
- observe
- overhaul
- program
- remodel
- repair
- research
- reveal
- review
- search
- solve
- survey
- systematize
- test

380+ Resume and Cover Letter Action Verbs

Communication Skills

- address
- advocate
- analyze
- arbitrate
- argue
- arrange
- articulate
- author
- brief
- clarify
- collaborate
- communicate
- consult
- contact
- convince
- correspond
- debate
- demonstrate
- describe
- develop
- direct
- dissuade
- draft
- edit
- enlist
- explain
- familiarize
- formulate
- foster
- influence
- inform
- interpret
- listen
- market
- mediate
- moderate
- motivate
- negotiate
- perceive
- persuade
- present
- promote
- publish
- publicize
- reconcile
- recruit
- renegotiate
- report
- represent
- respond
- sell
- simplify
- solicit
- speak
- suggest
- summarize

380+ Resume and Cover Letter Action Verbs

Financial / Accounting Skills

- acquire
- assemble
- administer
- allocate
- allot
- analyze
- appraise
- augment
- audit
- balance
- budget
- calculate
- close
- collect
- compute
- consolidate
- contract
- control
- correct
- decrease
- determine
- develop
- discover
- earn
- effect
- enhance
- estimate
- evaluate
- finance
- forecast
- fulfill
- gain
- generate
- gross
- increase
- manage
- market
- minimize
- obtain
- plan
- prevent
- project
- quantify
- realize
- reconcile
- record
- reduce
- reevaluate
- regulate
- renegotiate
- research
- restructure
- revise
- save
- secure
- segment

380+ Resume and Cover Letter Action Verbs

Training Skills

- adapt
- address
- advise
- advocate
- affect
- aid
- articulate
- assess
- brief
- clarify
- coach
- communicate
- condition
- coordinate
- consult
- critique
- define
- deliver
- demonstrate
- demystify
- develop
- educate
- effect
- enable
- encourage
- engage
- evaluate
- explain
- facilitate
- foster
- frame
- guide
- haste
- heighten
- identify
- inform
- instruct
- introduce
- illustrate
- lecture
- model
- modify
- persuade
- present
- plan
- refine
- reinforce
- relate
- review
- revise
- shape
- simplify
- stimulate
- suggest
- summarize
- teach

380+ Resume and Cover Letter Action Verbs

Customer Service / Teamwork Skills

- accelerate
- adjust
- advise
- advocate
- aid
- assess
- assist
- assure
- attend
- attract
- clarify
- coach
- collaborate
- communicate
- compromise
- confront
- consult
- contribute
- convert
- cooperate
- correspond
- counsel
- cultivate
- demonstrate
- develop
- diagnose
- elaborate
- empathize
- enable
- encourage
- enlist
- ensure
- expedite
- facilitate
- familiarize
- foster
- guide
- help
- impact
- influence
- initiate
- instill
- involved
- mentor
- moderate
- motivate
- nurture
- overcome
- persuade
- provide
- reflect
- refer
- represent
- resolve
- sell
- serve

380+ Resume and Cover Letter Action Verbs

Creative Skills

- act
- adapt
- amaze
- anticipate
- arrange
- assemble
- author
- broaden
- build
- compose
- conceptualize
- concern
- construct
- create
- customize
- define
- design
- develop
- devise
- direct
- draft
- energize
- enrich
- establish
- fabricate
- fashion
- find
- illuminate
- implement
- improvise
- initiate
- instigate
- institute
- integrate
- introduce
- invent
- launch
- organize
- originate
- perform
- pioneer
- plan
- prepare
- produce
- prompt
- publish
- refine
- renovate
- reorganize
- revamp
- revitalize
- revolutionize
- shape
- stage
- start
- transform