

**ACTION WORDS FOR RESUME AND COVER LETTER WRITING**

- Accomplished
- Achieved
- Acquired
- Acted
- Adapted
- Addressed
- Adjusted
- Administered
- Advertised
- Advised
- Advocated
- Aided
- Analyzed
- Answered
- Applied
- Approved
- Arranged
- Assessed
- Assigned
- Assisted
- Authorized
- Awarded
- Balanced
- Began
- Budgeted
- Calculated
- Chaired
- Championed
- Charted
- Checked
- Circulated
- Clarified
- Classified
- Coached
- Collaborated
- Collected
- Combined
- Communicated
- Compared
- Compiled
- Completed
- Composed
- Conceived
- Conceptualized
- Condensed
- Conducted
- Consolidated
- Constructed
- Consulted
- Contributed
- Cooperated
- Coordinated
- Corrected
- Corrospended
- Created
- Critiqued
- Customized
- Defined
- Delegated
- Delivered
- Demonstrated
- Designed
- Determined
- Developed
- Directed
- Discovered
- Discussed
- Displayed
- Distributed
- Documented
- Drafted
- Earned
- Edited
- Educated
- Emphasized
- Employed
- Encouraged
- Enhanced
- Enlisted
- Ensured
- Established
- Estimated
- Evaluated
- Examined
- Executed
- Exhibited
- Explained
- Explored
- Facilitated
- Familiarized
- Filed
- Finalized
- Fixed
- Focused
- Formed
- Formulated
- Fostered
- Fulfilled
- Gained
- Gathered
- Generated
- Guided
- Handled
- Helped
- Hired
- Honed
- Hosted
- Identified
- Illustrated
- Implemented
- Improved
- Improvised
- Incorporated
- Increased
- Individualized
- Informed
- Innovated
- Inspired
- Installed
- Instilled
- Instructed
- Integrated
- Interpreted
- Interviewed

**ACTION VERBS FOR RESUME AND COVER LETTER WRITING**

- |                |                 |                |               |
|----------------|-----------------|----------------|---------------|
| • Introduced   | • Presented     | • Selected     | • Undertook   |
| • Investigated | • Prioritized   | • Served       | • United      |
| • Learned      | • Processed     | • Shared       | • Updated     |
| • Lectured     | • Produced      | • Simplified   | • Used        |
| • Led          | • Promoted      | • Solved       | • Utilized    |
| • Listened     | • Proposed      | • Sorted       | • Verbalized  |
| • Located      | • Provided      | • Spearheaded  | • Verified    |
| • Maintained   | • Purchased     | • Specialized  | • Volunteered |
| • Managed      | • Realized      | • Specified    | • Worked      |
| • Marketed     | • Received      | • Sponsored    | • Wrote       |
| • Mediated     | • Recognized    | • Staffed      |               |
| • Mentored     | • Recommended   | • Started      |               |
| • Merged       | • Reconciled    | • Strengthened |               |
| • Moderated    | • Recorded      | • Structured   |               |
| • Modified     | • Recruited     | • Studied      |               |
| • Monitored    | • Reduced       | • Suggested    |               |
| • Motivated    | • Referred      | • Summarized   |               |
| • Navigated    | • Regulated     | • Supervised   |               |
| • Negotiated   | • Rehabilitated | • Supplied     |               |
| • Notified     | • Related       | • Supported    |               |
| • Observed     | • Reinforced    | • Surpassed    |               |
| • Obtained     | • Reported      | • Surveyed     |               |
| • Operated     | • Represented   | • Targeted     |               |
| • Ordered      | • Researched    | • Taught       |               |
| • Organized    | • Responded     | • Tested       |               |
| • Outlined     | • Reviewed      | • Tracked      |               |
| • Oversaw      | • Revised       | • Trained      |               |
| • Participated | • Scheduled     | • Transcribed  |               |
| • Performed    | • Screened      | • Translated   |               |
| • Planned      | • Searched      | • Traveled     |               |
| • Prepared     | • Secured       | • Tutored      |               |

**ATTRIBUTES**

- Ambitious
- Adaptable
- Considerate
- Creative
- Diligent
- Enthusiastic
- Enjoys Challenges
- Gracious
- Good Listener
- Hard working
- Loyal
- Motivated
- Optimistic
- Perceptive
- Quick Learner
- Responsible
- Supportive
- Tactful
- Take Initiative
- Trustworthy

