

Sample Action Words

Below is a sample list of action words/verbs to describe your accomplishments for resumes and covering letters.

Approved	Detected	Lectured	Restored
Audited	Distributed	Maintained	Realized
Arranged	Diagnosed	Managed	Scheduled
Analyzed	Drew up	Maximized	Serviced
Assisted	Discovered	Narrowed	Set up
Administered	Exhibited	Negotiated	Simplified
Arbitrated	Established	Navigated	Sold
Assembled	Equipped	Operated	Solved
Accomplished	Eliminated	Organized	Sparked
Advised	Edited	Originated	Staffed
Built	Examined	Oversaw	Started
Completed	Expanded	Performed	Streamlined
Conceived	Earned	Planned	Strengthened
Conducted	Effected	Prevented	Stressed
Consolidated	Founded	Processed	Stretched
Constructed	Formulated	Produced	Structured
Controlled	Facilitated	Promoted	Supervised
Converted	Guided	Proposed	Supported
Created	Generated	Provided	Selected
Cut	Handled	Purchased	Studied
Calculated	Headed	Protected	Terminated
Corresponded	Implemented	Presented	Traced
Coordinated	Increased	Prescribed	Tracked
Contacted	Improved	Prepared	Trained
Counselled	Improvised	Recommended	Transferred
Chartered	Installed	Redesigned	Transformed
Conserved	Innovated	Reduced	Translated
Criticized	Instituted	Reorganized	Tripled
Compounded	Introduced	Researched	Tested
Decreased	Invented	Resolved	Uncovered
Delivered	Instructed	Revised	Unified
Demonstrated	Identified	Routed	Unravalled
Designed	Installed	Referred	Utilized
Developed	Interpreted	Rendered	Vacated
Devised	Interviewed	Received	Verified
Directed	Initiated	Reviewed	Widened
Doubled	Launched	Represented	Won
Dispensed	Led	Recorded	Withdrew
Determined	Logged	Obtained	Worked
Ordered			