



## Action verbs

The following is a list of resume action verbs and power words to include in your resumes and cover letters. Use these words to write a compelling resume that will stand out to the hiring manager who is reviewing your resume.

### Action verbs by profession

#### Management / Leadership

administered	enforced	originated
analyzed	enhanced	overhauled
appointed	established	oversaw
approved	executed	planned
assigned	generated	presided
attained	handled	prioritized
authorized	headed	produced
chaired	hired	recommended
considered	hosted	reorganized
consolidated	improved	replaced
contracted	incorporated	restored
controlled	increased	reviewed
converted	initiated	scheduled
coordinated	inspected	streamlined
decided	instituted	strengthened
delegated	led	supervised
developed	managed	terminated
directed	merged	
eliminated	motivated	
emphasized	organized	



# Action verbs by profession

## Communication / Interpersonal

addressed	explained	recruited
advertised	expressed	referred
arbitrated	formulated	reinforced
arranged	furnished	reported
articulated	incorporated	resolved
authored	influenced	responded
clarified	interacted	solicited
collaborated	interpreted	specified
communicated	interviewed	spoke
composed	involved	suggested
condensed	joined	summarized
conferred	judged	synthesized
consulted	lectured	translated
contacted	listened	wrote
conveyed	marketed	
convinced	mediated	
corresponded	moderated	
debated	negotiated	
defined	observed	
described	outlined	
developed	participated	
directed	persuaded	
discussed	presented	
drafted	promoted	
edited	proposed	
elicited	publicized	
enlisted	reconciled	



# Action verbs by profession

## Financial / Data

administered	corrected	reconciled
adjusted	determined	reduced
allocated	developed	researched
analyzed	estimated	retrieved
appraised	forecasted	
assessed	managed	
audited	marketed	
balanced	measured	
calculated	planned	
computed	programmed	
conserved	projected	

## Organization / Detail

approved	incorporated	screened
arranged	inspected	standardized
cataloged	maintained	submitted
categorized	monitored	supplied
charted	obtained	systematized
classified	operated	updated
coded	organized	validated
collected	processed	verified
compiled	provided	
corresponded	purchased	
distributed	registered	
executed	reserved	
generated	responded	
implemented	reviewed	