

Action Words

The following list of words can be used in describing your duties, skills or abilities when completing an application, cover letter, résumé, and thank you letter.

Accepted	Coordinated	Experienced	Made	Proficient
Accomplished	Copied	Explained	Maintained	Programmed
Achieved	Correlated	Facilitated	Managed	Promoted
Adapted	Created	Familiarized	Manipulated	Proposed
Analyzed	Critiqued	Financed	Marketed	Provided
Anticipated	Decided	Formulated	Measured	Publicized
Approached	Decorated	Generated	Merchandised	Published
Approved	Delegated	Grouped	Modeled	Recommended
Arranged	Designed	Guided	Modified	Recorded
Assembled	Detailed	Handled	Monitored	Recruited
Assessed	Determined	Headed	Motivated	Reduced
Assisted	Developed	Hired	Negotiated	Related
Balanced	Devised	Identified	Nominated	Researched
Budgeted	Diagnosed	Implemented	Observed	Responsible
Built	Directed	Increased	Obtained	Reviewed
Calculated	Discovered	Influenced	Operated	Revised
Catalogued	Displayed	Informed	Ordered	Scheduled
Chaired	Distributed	Initiated	Organized	Selected
Collaborated	Drafted	Innovated	Overcame	Served
Collected	Earned	Inspected	Participated	Set Up
Communicated	Educated	Inspired	Perceived	Solved
Compared	Eliminated	Installed	Performed	Strengthened
Compiled	Encouraged	Integrated	Persuaded	Supervised
Completed	Established	Interpreted	Prepared	Trained
Composed	Estimated	Interviewed	Presented	Translated
Computed	Evaluated	Invented	Prioritized	Utilized
Conceived	Examined	Investigated	Processed	Validated
Conducted	Expanded	Justified	Produced	Verified