

## ACTION VERBS TO USE IN A RESUME

When crafting your resume or cover letter, incorporating strong action verbs can significantly enhance your impact. These verbs convey your accomplishments and responsibilities more effectively. Here's a selection of action verbs grouped by different types of impact. For more information you can also visit <https://dol.ny.gov/resumes-cover-letters-and-job-applications>

ORGANIZATIONAL SKILLS			
Achieved	Balanced	Estimated	Programmed
Administered	Budgeted	Forecasted	Projected
Adjusted	Calculated	Managed	Qualified
Allocated	Computed	Marketed	Reconciled
Analyzed	Conserved	Measured	Reduced
Appraised	Corrected	Netted	Researched
Assessed	Determined	Planned	Retrieved
Audited	Developed	Prepared	Sold

RESEARCH SKILLS			
Analyzed	Diagnosed	Handled	Reviewed
Assessed	Determined	Inspected	Searched
Balanced	Experimented	Interviewed	Solved
Clarified	Explored	Invented	Summarized
Collected	Evaluated	Investigated	Surveyed
Compared	Examined	Located	Systematized
Conducted	Extracted	Measured	Tested
Considered	Formulated	Organized	
Critiqued	Founded	Provided	
Detected	Gathered	Researched	

TECHNICAL SKILLS			
Adapted	Determined	Printed	Standardized
Applied	Designed	Programmed	Studied
Assembled	Developed	Rectified	Upgraded
Build	Engineered	Regulated	Utilized
Calculated	Fabricated	Remodeled	
Computed	Installed	Repaired	
Conserved	Launched	Replaced	
Constructed	Maintained	Restored	
Converted	Operated	Specialized	

DATA FINANCIAL SKILLS			
Achieved	Audited	Determined	Planned
Administered	Balanced	Developed	Projected
Adjusted	Budgeted	Estimated	Reduced
Allocated	Calculated	Forecasted	Retrieved
Analyzed	Computed	Managed	
Appraised	Conserved	Marketed	
Assessed	Corrected	Measured	

COMMUNICATION/ PEOPLE SKILLS			
Advertised	Conveyed	Explained	Publicized
Arbitrated	Convinced	Expressed	Recruited
Arranged	Corresponded	Formulated	Reported
Articulated	Debated	Furnished	Resolved
Authored	Defined	Incorporated	Specified
Clarified	Developed	Influenced	Summarize
Collaborated	Directed	Interacted	Synthesized
Communicated	Discussed	Interpreted	Translated
Composed	Drafted	Interviewed	Wrote
Condensed	Edited	Involved	
Consulted	Elicited	Joined	
Contacted	Enlisted	Judged	

MANAGEMENT/ LEADERSHIP SKILLS			
Administered	Decided	Hosted	Planned
Analyzed	Developed	Improved	Presided
Appointed	Directed	Incorporated	Prioritized
Approved	Eliminated	Increased	Produced
Authorized	Emphasized	Initiated	Recommended
Chaired	Enforced	Inspected	Reorganized
Considered	Enhanced	Instituted	Replaced
Consolidated	Establish	Led	Restored
Contracted	Executed	Managed	Reviewed
Controlled	Generated	Merged	Scheduled
Converted	Handled	Motivated	Secured
Coordinated	Headed	Navigated	Streamlined
Decided	Hired	Oversaw	Strengthened

CREATIVE SKILLS

Acted	Directed	Integrated	Shaped
Adapted	Displayed	Introduced	Solved
Began	Drew	Invented	
Combined	Entertained	Modeled	
Composed	Established	Modified	
Conceptualized	Fashioned	Originated	
Condensed	Formulated	Performed	
Created	Founded	Photographed	
Customized	Illustrated	Planned	
Designed	Initiated	Revised	
Developed	Instituted	Revitalized	

TEACHING SKILLS

Adapted	Enabled	Instructed	Tutored
Advised	Encouraged	Motivated	
Clarified	Evaluated	Persuaded	
Coached	Explained	Simulated	
Communicated	Facilitated	Stimulated	
Conducted	Focused	Taught	
Coordinated	Guided	Tested	
Critiqued	Individualized	Trained	
Developed	Informed	Transmitted	