

List of Resume and Cover Letter Action Verbs

Review these tips for how to get your resume past the applicant tracking systems employers use, and this list of action keywords to use to get your application noticed when applying for jobs.

A

Achieved, accomplished, acted, adapted, addressed, analyzed, authored, authorized, assessed, assisted, appraised, amended, advised, allocated, altered, accelerated, acquired, aided, assembled

B

Budgeted, built, brainstormed, balanced, blended, boosted

C

Compiled, combined, challenged, chaired, committed, communicated, coordinated, calculated, contributed, commissioned, confirmed, customized, created, challenged, critiqued

D

Decided, developed, disclosed, documented, discovered, designed, determined, demonstrated, deferred, distributed, directed, devoted, drafted, doubled, diversified, designated, dedicated, discussed

E

Exercised, expected, earned, elected, engaged, entered, engineered, employed, edited, evaluated, entertained, eliminated, exchanged, ended, estimated, exempted, endorsed, expedited, experienced, enforced, explained

F

Facilitated, focused, financed, fueled, figured, fit, formed, fortified, functioned, formulated

G

Guided, grouped, gave, garnered, granted, generated, guaranteed, gathered, graphed

H

Hired, handled, helped, headed

I

Improved, identified, installed, inspired, interviewed, issued, invested, illustrated, implemented, incurred, innovated, inspected, invented, interpreted, inaugurated, informed, induced, instilled, incorporated

J

Judged, joined, justified

L

Located, lectured, launched, litigated, lobbied, led, listened

M

Mastered, managed, merchandised, modified, met, minimized, modeled, measured, moderated, motivated, multiplied, marketed, maximized, moved, mediated

N

Negotiated, noticed, navigated, networked

O

Operated, owned, observed, oversaw, organized, obtained, oriented

P

Participated, printed, proposed, pursued, persuaded, perceived, preserved, processed, produced, promoted, planned, performed, pioneered, passed, prioritized, proficiency, provided, profiled, polled, presented, procured, purchased, placed, permitted

Q

Quoted, qualified, questioned, queried

R

Ranked, resolved, received, rewarded, revised, revitalized, revamped, responded, restored, rejected, reinforced, reinstated, rehabilitated, remedied, redesigned, recruited, recovered, recorded, reduced, replaced, retained, retrieved, reversed, ran, raised, reached, reviewed, researched

S

Saved, secured, stabilized, scheduled, screened, settled, separated, sent, selected, shaped, shortened, showed, signed, simplified, sold, specialized, staged, standardized, steered, stimulated, strategized, surveyed, supported, supplied, substantiated, set goals, supervised, studied

T

Trained, tabulated, took, traveled, transformed, tested, transferred, tailored, targeted

U

Utilized, uncovered, united, updated, undertook, unified, upgraded

V

Verified, valued, validated, visited, visualized

W

Witnessed, worked, weighed, wrote, won, welcomed