Skill-Based ACTION WORDS
for your resume and cover letter

Leadership
Advised
Allocated
Allowed
Appointed
Approved
Assigned
Authorized
Chaired
Delegated
Designated
Educated
Fostered
Guided
Headed
Hired
Improved
Influenced
Instituted
Judged
Led
Managed
Moderated
Motivated
Oversaw
Presided
Recommended
Recruited
Sanctioned
Scheduled
Strengthened
Supervised
Trained

Research
Analyzed
Ascertained
Assessed
Collected
Compared
Computed
Conceptualized
Concluded
Conducted
Confirmed
Critiqued
Deciphered
Deliberated
Determined
Diagnosed
Estimated
Evaluated
Gathered
Identified
Integrated
Invented
Investigated
Justified
Located
Measured
Prescribed
Prioritized
Projected
Researched
Reviewed
Scrutinized
Solved
Studied
Validated

Communication
Addressed
Advertised
Apprised
Arbitrated
Attested
Authored
Clarified
Communicated
Composed
Condensed
Contacted
Convinced
Corresponded
Counseled
Drafted
Edited
Explained
Expressed
Informed
Interpreted
Interpreted
Interviewed
Lectured
Marketed
Mediated
Negotiated
Officiated
Persuaded
Presented
Promoted
Publicized
Recommended
Reconciled
Referred
Reported
Responded
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Technical
Assembled
Built
Computed
Conserved
Constructed
Developed
Installed
Operated
Programmed
Specialized
Upgraded

Teamwork
Accommodated
Adapted
Adjusted
Aided
Altered
Amended
Assisted
Collaborated
Contributed
Cooperated
Fostered
Improvised
Instructed
Mediated
Motivated
Participated
Partnered
Stimulated
Supported
Tailored
Unified

Organization
Arranged
Catalogued
Categorized
Centralized
Charted
Classified
Coded
Compiled
Correlated
Distributed
Filed
Generated
Indexed
Linked
Maintained
Organized
Oriented
Planned
Prioritized
Provided
Recorded
Regulated
Reviewed
Scheduled
Sorted
Submitted
Tabulated

Problem-Solving
Alleviated
Augmented
Customized
Debugged
Eased
Elevated
Enlarged
Extended
Extracted
Finalized
Fulfilled
Generated
Implemented
Interceded
Lightened
Prolinshed
Procured
Rectified
Reduced
Refined
Reformed
Rehabilitated
Reinforced
Rejuvenated
Relieved
Remedied
Remodeled
Repaired
Restored
Retrieved
Revitalized
Revived
Settled
Solicited
Streamlined
Strengthened
Supplemented
Transformed

Financial
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Estimated
Marketed
Purchased

Knowledge
Defined
Listed
Named
Recalled
Recorded
Related
Repeated
Underlined

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