

# Action Words

Resumes use a particular type of language to describe what you have accomplished. Action words in resumes and cover letters concisely describe work experience, show accomplishments, and describe roles in which you have worked. Be sure to use industry language as well. Employers will expect to see action words that match key words in their job description.

<p><b>TEACHING SKILLS</b></p> <ul style="list-style-type: none"> <li>Adapted</li> <li>Advised</li> <li>Clarified</li> <li>Coached</li> <li>Communicated</li> <li>Coordinated</li> <li>Developed</li> <li>Enabled</li> <li>Encouraged</li> <li>Evaluated</li> <li>Explained</li> <li>Facilitated</li> <li>Guided</li> <li>Informed</li> <li>Initiated</li> <li>Instructed</li> <li>Persuaded</li> <li>Set Goals</li> <li>Stimulated</li> </ul>	<p><b>TEAMWORK</b></p> <ul style="list-style-type: none"> <li>Aided</li> <li>Assisted</li> <li>Collaborated</li> <li>Communicated</li> <li>Connected</li> <li>Cooperated</li> <li>Educated</li> <li>Helped</li> <li>Informed</li> <li>Joined</li> <li>Linked</li> <li>Organized</li> <li>Persuaded</li> <li>Planned</li> <li>Presented</li> <li>Promoted</li> <li>Scheduled</li> <li>Supported</li> </ul>	<p><b>RESEARCH</b></p> <ul style="list-style-type: none"> <li>Approved</li> <li>Arranged</li> <li>Assessed</li> <li>Calculated</li> <li>Cataloged</li> <li>Clarified</li> <li>Classified</li> <li>Collected</li> <li>Compiled</li> <li>Critiqued</li> <li>Diagnosed</li> <li>Dispatched</li> <li>Evaluated</li> <li>Examined</li> <li>Extracted</li> <li>Extrapolated</li> <li>Generated</li> <li>Identified</li> <li>Implemented</li> <li>Inspected</li> <li>Interpreted</li> <li>Interviewed</li> <li>Investigated</li> <li>Monitored</li> <li>Operated</li> <li>Organized</li> <li>Prepared</li> <li>Processed</li> <li>Recorded</li> <li>Researched</li> <li>Reviewed</li> <li>Screened</li> <li>Summarized</li> <li>Surveyed</li> <li>Synthesized</li> <li>Systematized</li> <li>Validated</li> </ul>	<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>Adapted</li> <li>Authorized</li> <li>Commended</li> <li>Committed</li> <li>Communicated</li> <li>Completed</li> <li>Consulted</li> <li>Coordinated</li> <li>Delegated</li> <li>Delivered</li> <li>Demonstrated</li> <li>Directed</li> <li>Enabled</li> <li>Encouraged</li> <li>Entrusted</li> <li>Evaluated</li> <li>Executed</li> <li>Led</li> <li>Negotiated</li> <li>Persuaded</li> <li>Planned</li> <li>Stimulated</li> <li>Supervised</li> <li>Spearheaded</li> </ul>	<p><b>CREATIVE</b></p> <ul style="list-style-type: none"> <li>Acted</li> <li>Brainstormed</li> <li>Conceptualized</li> <li>Created</li> <li>Designed</li> <li>Developed</li> <li>Directed</li> <li>Established</li> <li>Fashioned</li> <li>Founded</li> <li>Generated</li> <li>Illustrated</li> <li>Imagined</li> <li>Improvised</li> <li>Instituted</li> <li>Integrated</li> <li>Introduced</li> <li>Invented</li> <li>Originated</li> <li>Performed</li> <li>Planned</li> <li>Revitalized</li> <li>Shaped</li> <li>Storyboarded</li> <li>Strategized</li> </ul>
<p><b>DETAIL ORIENTED</b></p> <ul style="list-style-type: none"> <li>Analyzed</li> <li>Arranged</li> <li>Cataloged</li> <li>Delineated</li> <li>Described</li> <li>Enumerated</li> <li>Exhibited</li> <li>Itemized</li> <li>Quoted</li> <li>Portrayed</li> <li>Produced</li> <li>Recited</li> <li>Recounted</li> </ul>	<p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>Administered</li> <li>Allocated</li> <li>Analyzed</li> <li>Appraised</li> <li>Audited</li> <li>Balanced</li> <li>Budgeted</li> <li>Calculated</li> <li>Computed</li> <li>Developed</li> <li>Forecast</li> <li>Planned</li> <li>Projected</li> <li>Researched</li> </ul>			

**INDUSTRY TERMS**

Acquisition  
 Alliance  
 Analysis  
 Barter  
 Channel  
 Competitive  
 Consumer  
 Cross-functional  
 Behavior  
 Cross-Cultural  
 Diplomatic  
 E-Commerce  
 Emerging  
 Feasibility  
 Foreign  
 Global  
 Intellectual Property  
 International  
 Investment  
 Joint Venture  
 Licensing  
 Markets  
 Marketing  
 Merger  
 Multi-Channel  
 Promotional  
 Start-Up  
 Venture  
 Strategic  
 Technology  
 Global Market  
 Return-on-Investment  
 Strategic  
 Turnaround  
 Brand Strategy  
 Community  
 Corporate Vision

**HELPING SKILLS**

Assessed  
 Assisted  
 Clarified  
 Coached  
 Demonstrated  
 Diagnosed  
 Educated  
 Expedited  
 Facilitated  
 Familiarized  
 Guided  
 Referred  
 Rehabilitated  
 Represented

**MOTIVATION**

Enlightened  
 Inaugurated  
 Inducted  
 Initiated  
 Installed  
 Instated  
 Introduced  
 Invested  
 Launched  
 Originated  
 Pioneered

**TECHNICAL**

Adjusted  
 Aligned  
 Assembled  
 Built  
 Calculated  
 Computed  
 Designed  
 Devised  
 Drafted  
 Engineered  
 Fabricated  
 Installed  
 Observed  
 Operated  
 Overhauled  
 Programmed  
 Remodeled  
 Repaired  
 Solved  
 Trained  
 Upgraded

**COMMUNICATION**

Addressed  
 Arbitrated  
 Arranged  
 Authored  
 Communicated  
 Corresponded  
 Developed  
 Directed  
 Drafted  
 Edited  
 Enlisted  
 Explained  
 Formulated  
 Influenced  
 Informed  
 Interpreted  
 Listened  
 Mediated  
 Moderated  
 Motivated  
 Negotiated  
 Persuaded  
 Presented  
 Promoted  
 Publicized  
 Reconciled  
 Recruited  
 Spoke  
 Translated  
 Wrote

**MANAGEMENT**

Administered  
 Analyzed  
 Assigned  
 Chaired  
 Contracted  
 Consolidated  
 Coordinated  
 Delegated  
 Developed  
 Directed  
 Evaluated  
 Executed  
 Improved  
 Increased  
 Organized  
 Oversaw  
 Planned  
 Prioritized  
 Produced  
 Recommended  
 Reviewed  
 Scheduled  
 Strengthened  
 Supervised