

Graduate Career Services

The Graduate School and Division of Student Affairs

Action Verbs

Strong action verbs enliven resumes, CVs, and cover letters. Use the action verbs below to best position your skill set. Action verbs are delineated by skill type.

COMMUNICATION

Aided
Addressed
Arbitrated
Clarified
Consulted
Coordinated
Drafted
Enlisted
Influenced
Mediated
Negotiated
Persuaded
Recruited
Translated

HELPING/TEACHING

Adapted
Advised
Clarified
Coached
Collaborated
Counseled
Diagnosed
Ensured
Facilitated
Guided
Rehabilitated
Simplified
Volunteered

RESEARCH

Collected
Diagnosed
Examined
Extracted
Interpreted Investigated
Proved
Tested

CREATIVE

Acted
Composed
Conceptualized
Developed
Directed
Fashioned
Founded
Imagine
Improvised
Instituted
Revitalized
Shaped
Synthesized
Visualized

MGT/LEADERSHIP

Achieved
Chaired
Convinced
Delegated
Directed
Executed
Handled
Implemented
Improved
Initiated
Oversaw
Recommended
Streamlined

TECHNICAL

Assembled
Designed
Engineered
Operated
Programmed
Remodeled
Repaired
Trained

DATA/FINANCIAL

Administered
Allocated
Analyzed
Audited
Balanced
Budgeted
Calculated
Computed
Evaluated
Forecasted
Marketed
Planned
Projected
Researched

ORGANIZATIONAL

Arranged
Catalogued
Contracted
Coordinated
Established
Generated
Monitored
Operated
Prepared
Prioritized
Summarized
Surveyed
Systemized