

The most effective résumés and cover letters use action verbs to demonstrate transferable skills. As the first word of an achievement statement, the action verb highlights the task that demonstrates a skillset. Avoid overusing the same action verb on a résumé.

Accomplishments

Achieved	Exceeded	Reduced	Restored
Awarded	Improved	Succeeded	Transformed
Completed	Initiated	Resolved	Spearheaded
Expanded	Pioneered	Surpassed	Won

Communication and people skills

Addressed	Counseled	Interpreted	Recommended
Advertised	Debated	Interviewed	Reconciled
Advocated	Defined	Judged	Recruited
Apprised	Described	Lectured	Referred
Arbitrated	Developed	Led	Reported
Articulated	Directed	Listened	Responded
Attested	Drafted	Marketed	Resolved
Authored	Edited	Mediated	Solicited
Clarified	Elicited	Moderated	Spoke
Collaborated	Encouraged	Motivated	Suggested
Communicated	Entertained	Negotiated	Summarized
Composed	Explained	Officiated	Surveyed
Condensed	Expressed	Persuaded	Synthesized
Conferred	Incorporated	Presented	Trained
Consulted	Influenced	Proposed	Translated
Contacted	Informed	Promoted	Taught
Convinced	Instructed	Publicized	Wrote
Corresponded	Interacted	Queried	

Construction and mechanical skills

Adjusted	Dismantled	Operated	Replaced
Assembled	Framed	Packed	Set up
Built	Installed	Performed	Upgraded
Calibrated	Lifted	Rebuilt	Welded
Constructed	Maintained	Regulated	Wired
Converted	Mastered	Removed	
Diagnosed	Modeled	Repaired	

Creative skills

Acted	Developed	Illustrated	Performed
Adapted	Directed	Improvised	Photographed
Applied	Displayed	Initiated	Planned
Brainstormed	Drew	Instituted	Presented
Combined	Engineered	Integrated	Produced
Composed	Entertained	Introduced	Revised
Conceptualized	Envisioned	Invented	Revitalized
Condensed	Established	Modeled	Shaped
Created	Fashioned	Modified	Solved
Customized	Formulated	Navigated	Visualized
Designed	Founded	Originated	

Detail and clerical skills

Approved	Executed	Ordered	Screened
Arranged	Filed	Organized	Specified
Catalogued	Generated	Prepared	Systematized
Classified	Implemented	Processed	Tabulated
Collected	Inspected	Purchased	Validated
Compiled	Monitored	Recorded	
Dispatched	Operated	Retrieved	

Efficiency skills

Accelerated	Enhanced	Optimized	Revised
Allocated	Expedited	Outlined	Simplified
Boosted	Heightened	Outsourced	Standardized
Centralized	Lessened	Prevented	Streamlined
Downsized	Leveraged	Prioritized	Synthesized
Edited	Maximized	Reorganized	Systematized
Eliminated	Merged	Reduced	Upgraded

Financial and data skills

Administered	Compared	Inventoried	Purchased
Adjusted	Computed	Invested	Quantified
Allocated	Conserved	Managed	Reconciled
Analyzed	Corrected	Marketed	Recorded
Appraised	Counted	Measured	Reduced
Assessed	Determined	Planned	Researched
Audited	Developed	Predicted	Retrieved
Balanced	Documented	Prepared	Verified
Budgeted	Estimated	Programmed	
Calculated	Forecasted	Projected	

Helping skills

Adapted	Collaborated	Familiarized	Referred
Advocated	Contributed	Furthered	Rehabilitated
Aided	Cooperated	Guided	Represented
Answered	Counseled	Helped	Resolved
Arranged	Demonstrated	Insured	Simplified
Assessed	Diagnosed	Intervened	Solved
Assisted	Educated	Mentored	Supplied
Built	Encouraged	Motivated	Supported
Cared for	Ensured	Performed	Trained
Clarified	Expedited	Prevented	Upheld
Coached	Facilitated	Provided	Volunteered

Leadership and management skills

Achieved	Developed	Hired	Oversaw
Administered	Directed	Hosted	Planned
Advised	Educated	Implemented	Presided
Allocated	Elicited	Improved	Prioritized
Allowed	Eliminated	Incorporated	Produced
Analyzed	Emphasized	Increased	Recommended
Appointed	Employed	Influenced	Recruited
Approved	Empowered	Initiated	Reorganized
Assigned	Enabled	Inspected	Replaced
Attained	Encouraged	Instructed	Restored
Authorized	Endorsed	Instituted	Reviewed
Budgeted	Enforced	Intervened	Sanctioned
Chaired	Enhanced	Judged	Scheduled
Challenged	Established	Launched	Secured
Consolidated	Evaluated	Led	Selected
Contracted	Executed	Moderated	Streamlined
Controlled	Facilitated	Managed	Strengthened
Converted	Fostered	Mediated	Supervised
Coordinated	Generated	Motivated	Terminated
Decided	Guided	Organized	Trained
Delegated	Handled	Originated	
Designated	Headed	Overhauled	

Organizational skills

Approved	Executed	Ordered	Reviewed
Arranged	Filed	Organized	Routed
Budgeted	Generated	Oriented	Scheduled
Catalogued	Implemented	Planned	Screened
Categorized	Incorporated	Prepared	Set up
Centralized	Indexed	Prioritized	Sorted
Charted	Inspected	Processed	Submitted
Classified	Linked	Provided	Supplied
Coded	Logged	Purchased	Standardized
Collected	Maintained	Recorded	Systematized
Compiled	Monitored	Registered	Tabulated
Correlated	Obtained	Regulated	Updated
Corresponded	Operated	Reserved	Validated
Distributed	Orchestrated	Responded	Verified

Problem-solving skills

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

Research skills

Analyzed	Deliberated	Identified	Projected
Ascertained	Detected	Inspected	Rated
Assessed	Determined	Integrated	Recorded
Calculated	Devised	Interpreted	Researched
Clarified	Diagnosed	Interviewed	Reviewed
Collected	Estimated	Invented	Scrutinized
Compared	Evaluated	Investigated	Solved
Computed	Examined	Justified	Studied
Conceptualized	Experimented	Located	Substantiated
Concluded	Explored	Measured	Surveyed
Conducted	Extracted	Observed	Systemized
Confirmed	Forecasted	Organized	Tested
Critiqued	Formulated	Prescribed	Validated
Deciphered	Gathered	Prioritized	

Teaching and training skills

Adapted	Developed	Individualized	Set goals
Advised	Enabled	Informed	Simulated
Aided	Encouraged	Initiated	Supported
Clarified	Evaluated	Instilled	Supervised
Coached	Explained	Instructed	Stimulated
Communicated	Facilitated	Lectured	Taught
Conducted	Focused	Mentored	Tested
Coordinated	Guided	Motivated	Trained
Critiqued	Helped	Persuaded	Transmitted
Defined	Incorporated	Prepared	Tutored

Teamwork skills

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

Technical skills

Adapted	Converted	Monitored	Restored
Analyzed	Debugged	Operated	Solved
Applied	Designed	Overhauled	Specialized
Assembled	Determined	Printed	Standardized
Built	Developed	Programmed	Studied
Calculated	Devised	Published	Supported
Coded	Drafted	Rectified	Transmitted
Computed	Engineered	Reengineered	Troubleshoot