Using Action Verbs

What are Action Verbs?

The Webster Dictionary defines a verb as "a word (such as *jump, think, happen*, or *exist*) that is usually one of the main parts of a sentence and that expresses an action, an occurrence, or a state of being."

Why are Action Verbs important?

Use action verbs to describe skills and experiences related to the job you are applying for and past experiences. Resumes and cover letters are enhanced by the choice of action verbs used to describe a past or present position. Remember to use present tense if you currently have a job, but are seeking a new one.

Communication Skills		Management Skills		Financial Skills	
Addressed	Involved	Administered	Increased	Administered	Measured
Advertised	Lectured	Analyzed	Managed	Adjusted	Planned
Arranged	Negotiated	Consolidated	Motivated	Aalyzed	Programmed
Articulated	Participated	Delegated	Navigated	Assessed	Projected
Condensed	Promoted	Developed	Organized	Audited	Reconciled
Consulted	Reconciled	Directed	Oversaw	Balanced	Reduced
Contacted	Reported	Evaluated	Planned	Calculated	Researched
Defined	Specified	Executed	Produced	Computed	Retrieved
Developed	Summarized	Enhanced	Reorganized	Determined	
Directed	Wrote	Executed	Restored	Developed	
Edited		Generated	Scheduled	Estimated	
Expressed		Handled	Supervised	Forecasted	
Furnished		Hired	Strengthened	Managed	
Interpreted		Improved		Marketed	

Organization/Detail Skills		Technical Skills		Research Skills	
Approved	Monitored	Adapted	Operated	Analyzed	Measured
Arranged	Obtained	Assembled	Programmed	Clarified	Organized
Cataloged	Operated	Built	Rectified	Collected	Researched
Categorized	Ordered	Calculated	Repaired	Compared	Solved
Charted	Organized	Computed	Replaced	Critiqued	Summarized
Classified	Prepared	Constructed	Solved	Determined	Surveyed
Distributed	Recorded	Converted	Specialized	Diagnosed	Tested
Executed	Registered	Debugged	Standardized	Evaluated	
Filed	Reviewed	Designed	Studied	Examined	
Generated	Scheduled	Developed	Upgraded	Formulated	
Implemented	Supplied	Engineered	Utilized	Gather	
Inspected	Updated	Fabricated		identified	
Logged	Validated	Installed		Investigated	
Maintained	Verified	Maintained		Located	