

ACTION WORDS FOR RESUME AND COVER LETTER WRITING

- Accomplished
- Achieved
- Acquired
- Acted
- Adapted
- Addressed
- Adjusted
- Administered
- Advertised
- Advised
- Advocated
- Aided
- Analyzed
- Answered
- Applied
- Approved
- Arranged
- Assessed
- Assigned
- Assisted
- Authorized
- Awarded
- Balanced
- Began
- Budgeted
- Calculated
- Chaired
- Championed
- Charted
- Checked
- Circulated
- Clarified
- Classified
- Coached
- Collaborated
- Collected
- Combined
- Communicated
- Compared
- Compiled
- Completed
- Composed
- Conceived
- Conceptualized
- Condensed
- Conducted
- Consolidated
- Constructed
- Consulted
- Contributed
- Cooperated
- Coordinated
- Corrected
- Corrospended
- Created
- Critiqued
- Customized
- Defined
- Delegated
- Delivered
- Demonstrated
- Designed
- Determined
- Developed
- Directed
- Discovered
- Discussed
- Displayed
- Distributed
- Documented
- Drafted
- Earned
- Edited
- Educated
- Emphasized
- Employed
- Encouraged
- Enhanced
- Enlisted
- Ensured
- Established
- Estimated
- Evaluated
- Examined
- Executed
- Exhibited
- Explained
- Explored
- Facilitated
- Familiarized
- Filed
- Finalized
- Fixed
- Focused
- Formed
- Formulated
- Fostered
- Fulfilled
- Gained
- Gathered
- Generated
- Guided
- Handled
- Helped
- Hired
- Honed
- Hosted
- Identified
- Illustrated
- Implemented
- Improved
- Improvised
- Incorporated
- Increased
- Individualized
- Informed
- Innovated
- Inspired
- Installed
- Instilled
- Instructed
- Integrated
- Interpreted
- Interviewed



ACTION VERBS FOR RESUME AND COVER LETTER WRITING

- | | | | |
|----------------|-----------------|----------------|---------------|
| • Introduced | • Presented | • Selected | • Undertook |
| • Investigated | • Prioritized | • Served | • United |
| • Learned | • Processed | • Shared | • Updated |
| • Lectured | • Produced | • Simplified | • Used |
| • Led | • Promoted | • Solved | • Utilized |
| • Listened | • Proposed | • Sorted | • Verbalized |
| • Located | • Provided | • Spearheaded | • Verified |
| • Maintained | • Purchased | • Specialized | • Volunteered |
| • Managed | • Realized | • Specified | • Worked |
| • Marketed | • Received | • Sponsored | • Wrote |
| • Mediated | • Recognized | • Staffed | |
| • Mentored | • Recommended | • Started | |
| • Merged | • Reconciled | • Strengthened | |
| • Moderated | • Recorded | • Structured | |
| • Modified | • Recruited | • Studied | |
| • Monitored | • Reduced | • Suggested | |
| • Motivated | • Referred | • Summarized | |
| • Navigated | • Regulated | • Supervised | |
| • Negotiated | • Rehabilitated | • Supplied | |
| • Notified | • Related | • Supported | |
| • Observed | • Reinforced | • Surpassed | |
| • Obtained | • Reported | • Surveyed | |
| • Operated | • Represented | • Targeted | |
| • Ordered | • Researched | • Taught | |
| • Organized | • Responded | • Tested | |
| • Outlined | • Reviewed | • Tracked | |
| • Oversaw | • Revised | • Trained | |
| • Participated | • Scheduled | • Transcribed | |
| • Performed | • Screened | • Translated | |
| • Planned | • Searched | • Traveled | |
| • Prepared | • Secured | • Tutored | |

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|--------------------------|
| <u>ATTRIBUTES</u> |
| Ambitious |
| Adaptable |
| Considerate |
| Creative |
| Diligent |
| Enthusiastic |
| Enjoys Challenges |
| Gracious |
| Good Listener |
| Hard working |
| Loyal |
| Motivated |
| Optimistic |
| Perceptive |
| Quick Learner |
| Responsible |
| Supportive |
| Tactful |
| Take Initiative |
| Trustworthy |

