

ACTION VERB LIST FOR RESUMES AND COVER LETTERS

OFFICE OF CAREER EDUCATION & DEVELOPMENT

SLIPPERY ROCK UNIVERSITY

ACCOMPLISHMENTS

Achieved	Earned	Initiated	Pioneered	Spearheaded
Adjusted	Exceeded	Mastered	Recognized	Succeeded
Awarded	Expanded	Overcame	Reduced	Surpassed
Completed	Increased	Perfected	Resolved	Transformed

CREATIVE SKILLS

Acted	Customized	Entertained	Innovated	Opened
Began	Designed	Established	Instituted	Originated
Combined	Developed	Fashioned	Integrated	Performed
Composed	Devised	Formulated	Introduced	Photographed
Conceived	Directed	Founded	Invented	Planned
Conceptualized	Displayed	Illustrated	Manufactured	Revised
Condensed	Diversified	Improvised	Modeled	Shaped
Created	Drew	Initiated	Modified	Solved

COMMUNICATION SKILLS

Addressed	Corresponded	Greeted	Observed	Related
Advertised	Counseled	Incorporated	Outlined	Relayed
Arbitrated	Debated	Influenced	Participated	Renewed
Arranged	Defined	Interacted	Persuaded	Reported
Articulated	Described	Interpreted	Presented	Resolved
Authored	Developed	Interviewed	Promoted	Responded
Clarified	Directed	Involved	Proposed	Served
Collaborated	Discussed	Judged	Proved	Serviced
Communicated	Drafted	Justified	Publicized	Solicited
Composed	Edited	Lectured	Published	Specified
Condensed	Elicited	Listened	Read	Spoke
Conferred	Enlisted	Marketed	Recalled	Suggested
Consulted	Explained	Mediated	Reconciled	Summarized
Contacted	Expressed	Moderated	Recruited	Synthesized
Conveyed	Formulated	Negotiated	Referred	Translated
Convinced	Furnished	Notified	Reinforced	Wrote

FINANCIAL SKILLS

Adjusted	Budgeted	Estimated	Managed	Programmed
Administered	Calculated	Figured	Marked	Projected
Allocated	Compared	Financed	Marketed	Reconciled
Analyzed	Computed	Forecasted	Measured	Reduced
Appraised	Conserved	Increased	Numbered	Researched
Assessed	Corrected	Inventoried	Planned	Retrieved
Audited	Determined	Invoiced	Prepared	Saved
Balanced	Developed	Listed	Priced	

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HELPING SKILLS

Accompanied	Cared for	Educated	Indexed	Rehabilitated
Adapted	Clarified	Encouraged	Insured	Represented
Advocated	Coached	Ensured	Intervened	Resolved
Aided	Collaborated	Expedited	Learned	Simplified
Allowed	Contributed	Facilitated	Motivated	Supported
Answered	Cooperated	Familiarized	Prepared	Volunteered
Arranged	Counseled	Furthered	Prevented	
Assessed	Demonstrated	Guided	Provided	
Assisted	Diagnosed	Helped	Referred	

TEACHING SKILLS

Adapted	Developed	Guided	Persuaded	Tested
Advised	Enabled	Improvised	Prompted	Trained
Clarified	Encouraged	Individualized	Schooled	Transmitted
Coached	Evaluated	Informed	Set goals	Tutored
Communicated	Explained	Instilled	Showed	
Conducted	Facilitated	Instructed	Simulated	
Coordinated	Focused	Licensed	Stimulated	
Counseled	Graded	Motivated	Taught	

MANAGEMENT SKILLS

Accelerated	Consolidated	Enforced	Issued	Reorganized
Accomplished	Contained	Enhanced	Launched	Replaced
Acquired	Contracted	Established	Led	Responsible for
Administered	Controlled	Executed	Managed	Restored
Advanced	Converted	Experimented	Merged	Reviewed
Analyzed	Coordinated	Generated	Motivated	Scheduled
Appointed	Cut	Governed	Organized	Secured
Approved	Deceased	Handled	Originated	Selected
Assigned	Decoded	Headed	Overhauled	Streamlined
Attained	Delegated	Hired	Oversaw	Strengthened
Attended	Delivered	Hosted	Piloted	Supervised
Authorized	Developed	Improved	Presided	Terminated
Chaired	Directed	Incorporated	Prioritized	
Changed	Eliminated	Initiated	Produced	
Commanded	Emphasized	Inspected	Recommended	
Considered	Employed	Instituted	Regulated	

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ORGANIZATIONAL SKILLS

Approved	Detailed	Monitored	Received	Solidified
Arranged	Dismantled	Obtained	Recorded	Sorted
Catalogued	Dispensed	Operated	Registered	Standardized
Categorized	Distributed	Ordered	Reserved	Stocked
Charted	Exchanged	Packaged	Responded	Stored
Classified	Executed	Packed	Restructured	Straightened
Cleaned	Filed	Pinpointed	Revamped	Structured
Cleared	Finished	Placed	Reversed	Submitted
Closed	Fitted	Posted	Reviewed	Supplied
Coded	Generated	Prepared	Routed	Systemized
Collected	Implemented	Processed	Scheduled	Trimmed
Compiled	Incorporated	Proficient	Screened	Typed
Corrected	Inspected	Provided	Sent	Updated
Corresponded	Logged	Purchased	Separated	Validated
Deposited	Maintained	Rearranged	Set up	Verified

TECHNICAL SKILLS

Adapted	Constructed	Fixed	Programmed	Restored
Applied	Converted	Fortified	Rebuilt	Specialized
Assembled	Debugged	Installed	Rectified	Standardized
Attached	Designed	Loaded	Registered	Studied
Built	Determined	Maintained	Regulated	Upgraded
Calculated	Developed	Operated	Remodeled	Utilized
Computed	Engineered	Priced	Repaired	
Conserved	Fabricated	Printed	Replaced	

RESEARCH SKILLS

Accumulated	Detected	Formulated	Invented	Surveyed
Analyzed	Determined	Gathered	Investigated	Systemized
Charted	Diagnosed	Graphed	Located	Tabulated
Checked	Discovered	Identified	Measured	Tallied
Collected	Evaluated	Indexed	Organized	Tested
Compared	Examined	Indicated	Researched	
Conducted	Experimented	Inspected	Searched	
Counted	Explored	Interpreted	Solved	
Critiqued	Extracted	Interviewed	Summarized	