

## Action Verbs List for writing resume/application letter

### Communication

Advised  
 Answered  
 Arbitrated  
 Communicated  
 Convinced  
 Clarified  
 Consulted  
 Counselling  
 Defined  
 Explained  
 Informed  
 Illustrated  
 Liaised  
 Negotiated  
 Persuaded  
 Presented  
 Proposed  
 Reported  
 Recommended  
 Suggested

### Creation/Development

Built  
 Constructed  
 Created  
 Developed  
 Designed  
 Established  
 Generated  
 Installed  
 Innovated  
 Produced

### Administration/Organizing

Administered  
 Allocated  
 Arranged  
 Assigned  
 Assisted  
 Collected

Consolidated  
 Conducted  
 Coordinated  
 Detailed  
 Directed  
 Documented  
 Distributed  
 Executed  
 Filed  
 Handled  
 Helped  
 Implemented  
 Maintained  
 Operated  
 Organized  
 Performed  
 Prepared  
 Prioritized  
 Supported

### Data/Analyze/Research

Analyzed  
 Anticipated  
 Audited  
 Calculated  
 Computed  
 Collected  
 Consolidated  
 Classified  
 Edited  
 Evaluated  
 Forecasted  
 Identified  
 Inspected  
 Integrated  
 Investigated  
 Measured  
 Predicted

### Planning/Problem-solving

Determined  
 Formulated  
 Planned  
 Proposed  
 Resolved  
 Reviewed  
 Revised  
 Solved

### Managerial/Leadership

Assigned  
 Authorized  
 Coached  
 Delegated  
 Directed  
 Guided  
 Identified  
 Instructed  
 Motivated  
 Monitored  
 Oversaw  
 Prioritized  
 Supervised  
 Strengthened  
 Stimulated  
 Taught  
 Trained

### Others

Assembled  
 Drafted  
 Drew  
 Improved  
 Initiated  
 Joined  
 Participated  
 Provided  
 Publicized  
 Recruited  
 Repaired

*The categorization is for reference only.*