### RéSUMÉ AND COVER LETTER WRITING

#### Action Verbs

**Management**
- Administered
- Analyzed
- Approved
- Authorized
- Chaired
- Collaborated
- Co-ordinated
- Delegated
- Developed
- Directed
- Evaluated
- Improved
- Increased
- Initiated
- Integrated
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended

**Communication**
- Addressed
- Arbitrated
- Arranged
- Authored
- Communicated
- Corresponded
- Directed
- Drafted
- Edited
- Enlisted
- Influenced
- Interpreted
- Lectured
- Listened
- Mediated
- Moderated
- Negotiated
- Persuaded
- Promoted
- Published

**Research**
- Clarified
- Codified
- Collected
- Contributed
- Conducted
- Critiqued

**Technical**
- Assembled
- Built
- Calculated
- Computed
- Converted
- Customized
- Designed
- Engineered
- Formatted
- Maintained
- Operated
- Overhauled
- Programmed
- Processed
- Simplified
- Synthesized
- Reconfigured
- Remodelled
- Repaired
- Retrieved
- Upgraded

**Creative**
- Acted
- Conceptualized
- Created
- Customized
- Designed
- Devised
- Directed
- Established
- Fashioned
- Founded
- Illustrated
- Initiated
- Integrated
- Performed
- Revitalized
- Visualized

**Teaching**
- Adapted
- Advised
- Clarified
- Coached
- Co-ordinated
- Developed
- Elaborated
- Enabled
- Encourage
- Evaluated
- Explained
- Facilitated
- Guided

**Helping**
- Assisted
- Assessed
- Clarified
- Coached
- Counselling
- Demonstrated
- Diagnosed

**Financial**
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Estimated
- Forecasted
- Invested
- Managed
- Marketed
- Negotiated
- Reconciled
- Reduced

**Clerical**
- Approved
- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Compiled
- Distributed
- Generated
- Implemented
- Inspected
- Monitored
- Operated
- Organized
- Reviewed
- Scheduled

**Accomplishments**
- Achieved
- Adapted
- Expanded
- Established
- Exceeded
- Expanded
- Implemented
- Improved
- Led
- Pioneered
- Reduced
- Resolved
- Restored
- Surpassed
- Transformed
- Won

**Adverbs**
- Accurately
- Consistently
- Convincingly
- Continuously
- Convincingly
- Correctly
- Creatively
- Decisively
- Directly
- Easily
- Effectively
- Efficiently
- Effortlessly
- Frequently
- Increasingly
- Independently
- Innovatively
- Kindly
- Meticulously
- Methodically
- Naturally
- Patiently
- Primarily
- Positively
- Proactively
- Promptly
- Purposefully
- Routinely
- Respectfully
- Systematically
- Skillfully
- Strategically
- Thoughtfully
- Technically
- Thoroughly
- Passionately
- Proficiently
- Successfully
- Strongly