

## RÉSUMÉ AND COVER LETTER WRITING

### Action Verbs

#### Management

Administered  
Analyzed  
Assigned  
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  
Formulated  
Influenced  
Interpreted  
Lectured  
Listened  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Publicized

#### Research

Clarified  
Codified  
Collected  
Contributed  
Conducted  
Critiqued

Diagnosed  
Evaluated  
Examined  
Extrapolated  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized  
Tested  
Validated

#### Technical

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

#### Teaching

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

Informed  
Instructed  
Mentored  
Persuaded  
Set goals  
Stimulated  
Trained  
Tutored

#### Financial

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

#### Creative

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

#### Helping

Assisted  
Assessed  
Clarified  
Coached  
Counselled  
Demonstrated  
Diagnosed

Educated  
Facilitated  
Guided  
Mentored  
Motivated  
Referred  
Represented  
Trained  
Supported

#### Clerical

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
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