

Action Words

Resume and Cover Letter *Action Words*

Strong action verbs make your application stronger. The following lists of effective action verbs can be used on your resume and cover letter to describe the duties and tasks you performed in your past employment or volunteer work.

Creative

arranging/decorating
composing
creating
cooking
demonstrating
designing
displaying

drafting
mapping
modeling
painting
performing
photographing
printing

Working with Information

analyzing
assessing
checking
classifying
compiling
copying
defining
evaluating
examining
filing
inspecting
learning
organizing
processing
proofreading
researching
scheduling

Leadership

administration
coaching
coordinating
deciding
delegating
facilitating

leading/directing
managing
motivating
planning
programming
supervising

Interpersonal

assisting
caring
consulting
counselling
educating
empathizing
training

Manual

adjusting
assembling
building
fixing
installing
lifting
operating

