

# Key Words and Phrases for Resumes, Cover Letters, and Interviews

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## ACTION VERBS

Your application materials should convey the skills you can offer an employer. The words you use to describe your experiences, activities, etc., can reflect the skills you have developed. Select concrete nouns, positive modifiers and strong action verbs. Be aware of the tone which the words convey (i.e., sounding too arrogant or opinionated).

Use concise phrasing and quantify information when possible. On the following lists you will find verbs, adjectives, nouns, and key phrases that emphasize skills.

abstracted	composed	established	interviewed	planned	shaped
accomplished	computed	estimated	introduced	practiced	simplified
achieved	conducted	evaluated	inventoried	predicted	solicited
acted	conserved	examined	investigated	prepared	solved
adapted	consulted	exceeded	launched	presented	specialized
administered	contracted	excelled	learned	prioritized	stimulated
advertised	contributed	expanded	lectured	produced	streamlined
advised	converted	expedited	located	programmed	strengthened
advocated	cooperated	experienced	logged	projected	stressed
allocated	coordinated	explained	maintained	promoted	studied
analyzed	correlated	explored	managed	proposed	strived
answered	counseled	expressed	mastered	protected	structured
anticipated	created	extracted	maximized	proved	supervised
applied	critiqued	facilitated	mediated	provided	substantiated
appraised	cultivated	fashioned	memorized	publicized	succeeded
approved	defined	financed	mentored	published	summarized
arranged	delegated	followed	minimized	purchased	supervised
assembled	delivered	founded	modeled	questioned	supported
assessed	designed	gained	modified	ranked	surveyed
attained	detected	gathered	monitored	reacted	sustained
audited	determined	generated	motivated	received	symbolized
augmented	developed	guided	navigated	recommended	synthesized
authored	devised	handled	negotiated	recorded	systematized
balanced	diagnosed	headed	observed	reduced	tabulated
budgeted	directed	identified	obtained	referred	taught
calculated	discovered	illustrated	operated	related	tested
catalogued	discriminated	implemented	ordered	reorganized	theorized
checked	dispatched	improved	organized	repaired	trained
clarified	displayed	increased	originated	reported	translated
classified	dissected	indexed	outlined	represented	transmitted
coached	documented	influenced	overcame	researched	traveled
collaborated	drafted	informed	oversaw	responded	treated
collected	edited	initiated	participated	revamped	updated
comforted	eliminated	inspected	perceived	reviewed	upgraded
communicated	employed	instituted	perfected	revised	utilized
compared	enforced	instructed	performed	scheduled	won
completed	enlisted	integrated	persuaded	selected	worked
compiled	ensured	interpreted	pinpointed	served	wrote
				set up	