

Action (Power) Verbs for Resume and Cover Letters listed by skill

Communication	Team Work	Leadership	Organisation	Research	Improvements	Achievements	Other
Coached	Assisted	Championed	Allocated	Analysed	Clarified	Achieved	Balanced
Communicated	Collaborated	Delegated	Arranged	Audited	Consolidated	Accomplished	Budgeted
Composed	Consulted	Directed	Collected	Calculated	Customised	Advanced	Built
Conveyed	Contributed	Employed	Distributed	Diagnosed	Designed	Awarded	Calculated
Convinced	Cooperated	Empowered	Generated	Evaluated	Diagnosed	Completed	Demonstrated
Counselled	Coordinated	Enabled	Integrated	Examined	Improvised	Delivered	Designed
Documented	Enabled	Facilitated	Maintained	Explored	Influenced	Earned	Devised
Facilitated	Fostered	Fostered	Merged	Forecasted	Initiated	Enhanced	Engineered
Influenced	Guided	Guided	Monitored	Identified	Merged	Established	Financed
Liaised	Helped	Improved	Organised	Interpreted	Modified	Exceeded	Illustrated
Negotiated	Integrated	Inspired	Planned	Investigated	Optimised	Generated	Implemented
Networked	Liaised	Managed	Prepared	Measured	Reconciled	Improved	Introduced
Persuaded	Motivated	Monitored	Processed	Quantified	Redesigned	Launched	Operated
Presented	Participated	Motivated	Produced	Researched	Refined	Maximised	Programmed
Promoted	Partnered	Recommended	Researched	Resolved	Streamlined	Produced	Serviced
Publicised	Reconciled	Reorganised	Restructured	Solved	Strengthened	Succeeded	Tailored
Trained	Supported	Reviewed	Simplified	Summarised	Upgraded	Surpassed	Utilised
Wrote		Supervised	Supplied	Tested	Updated	Transformed	Welcomed