

Job Tips for 50+ Workers

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Action Verbs for Resumes

Use some of these action verbs in your job resume and cover letter to describe your skills and experiences.

Accelerated	Created	Guided	Operated	Sold
Accomplished	Defined	Handled	Ordered	Solved
Adapted	Delegated	Hired	Organized	Sparked
Adjusted	Demonstrated	Identified	Packed	Specified
Administered	Deposited	Illustrated	Persuaded	Staffed
Advertised	Designed	Implemented	Pioneered	Stimulated
Advised	Developed	Improved	Planned	Streamlined
Analyzed	Devised	Improvised	Prepared	Strengthened
Announced	Directed	Indexed	Presented	Stretched
Arranged	Distributed	Influenced	Presided	Structured
Assembled	Drafted	Informed	Processed	Succeeded
Assisted	Edited	Initiated	Produced	Summarized
Attained	Educated	Innovated	Programmed	Surveyed
Balanced	Eliminated	Inspected	Promoted	Synthesized
Built	Encouraged	Installed	Proposed	Tested
Calculated	Entertained	Instituted	Publicized	Tracked
Catalogued	Established	Instructed	Recommended	Traded
Chaired	Estimated	Integrated	Recorded	Trained
Changed	Evaluated	Interviewed	Recruited	Transformed
Collaborated	Examined	Kept record	Redesigned	Transmitted
Communicated	Executed	Launched	Reduced	Tripled
Compared	Expanded	Led	Referred	Typed
Complied	Explained	Made	Related	Uncovered
Completed	Fabricated	Maintained	Repaired	Unified
Computed	Facilitated	Managed	Reported	Unraveled
Conceptualized	Familiarized	Marketed	Researched	Upgraded
Conducted	Figured	Moderated	Restocked	Used
Consolidated	Filed	Modified	Revised	Verified
Constructed	Formulated	Monitored	Served	Wrote
Consulted	Founded	Motivated	Set up	
Contracted	Generated	Negotiated	Shaped	
Converted	Grouped	Obtained	Simplified	

For another free resource on using action verbs in your resume, see