Cover Letter: Action Verbs

The most difficult part of cover letter writing is describing your experiences. You know, the stuff that explains what you did at each of your jobs. The best approach is to begin each job description with a **Power Verb**. They stress results and impact, which are what employers care about. You can even string power verbs together. For example, "Designed, developed and implemented..." or "Established, cultivated and maintained..." Check out the power verbs listed below.

**Management Skill Verbs**
Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Hired, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained

**Organizational Skill Verbs**
Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Disseminated, Enforced, Executed, Formalized, Implemented, Installed, Maintained, Organized, Planned, Prepared, Processed, Routed, Recorded, Reorganized, Scheduled, Updated

**Communication Skill Verbs**
Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Spoke, Summarized, Taught, Trained, Translated, Wrote

**Analytical Skill Verbs**
Analyzed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Edited, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Researched, Searched, Surveyed, Tested

**Helping Skill Verbs**
Aided, Attended, Assisted, Collaborated, Contributed, Counseled, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

**Selling Skill Verbs**
Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Resolved, Sold, Secured, Solicited

**Creative Skill Verbs**
Authored, Conceived, Conceptualized, Created, Composed, Designed, Devised, Established, Invented, Originated, Revolutionized

**Additional Skill Verbs**
Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelling, Expanded, Expedited, Fabricated, Financed, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revamped, Revitalized, Saved, Shopped, Strengthened, Supplemented, Tended, Utilized