

Keywords

Do you need keywords to use in your resume and cover letters? Using the right keywords not only shows what you have accomplished in previous jobs. They also help your job application materials get selected by the software and hiring managers who screen your documents. Here's a list of action keywords to use when applying for jobs.

Resume and Cover Letter Action Keywords

A

Achieved, accomplished, adapted, addressed, analyzed, authored, authorized, assessed, assisted, appraised, amended, advised, allocated, altered, accelerated, acquired, acted, aided, assembled

B

Budgeted, built, balanced

C

Compiled, combined, challenged, chaired, committed, communicated, coordinated, calculated, contributed, commissioned

D

Decided, developed, disclosed, documented, discovered, designed, determined, demonstrated, deferred, distributed, directed, devoted, drafted, doubled, diversified

E

Exercised, expected, earned, elected, engaged, entered, engineered, employed, edited, evaluated, entertained, eliminated, exchanged, ended, exempted, endorsed, expedited, experienced, enforced, explained

F

Facilitated, focused, financed, fueled, figured, fit, formed, fortified, functioned

G

Guided, grouped, gave, garnered, granted, generated

H

Hired, handled

I

Improved, identified, installed, inspired, interviewed, issued, invested, illustrated, implemented, incurred, innovated, inspected, invented, interpreted, instilled, inaugurated, informed, induced

J

Judged

L

Located, lectured, launched, litigated, lobbied, led

M

Mastered, managed, merchandised, modified, met, minimized, modeled, measured, moderated, motivated, multiplied, marketed, maximized, moved, mediated

N

Negotiated, noticed

O

Operated, owned, observed, oversaw, organized, obtained, oriented

P

Participated, printed, proposed, pursued, persuaded, perceived, preserved, processed, promoted, planned, performed, pioneered, passed, prioritized, provided, profiled, polled, presented, procured, purchased, placed, permitted

Q

Quoted

R

Ranked, resolved, received, rewarded, revised, revitalized, revamped, responded, restored, rejected, reinforced, reinstated, rehabilitated, remedied, redesigned, recruited, recovered, recorded, reduced, replaced, retained, retrieved, reversed, ran, raised, reached

S

Save, secured, stabilized, scheduled, screened, settled, separated, sent, selected, shaped, shortened, showed, signed, simplified, sold, staged, standardized, steered, stimulated, strategized, surveyed, supported, supplied, substantiated, supervised

T

Trained, tabulated, took, traveled, transformed, tested, transferred, tailored, targeted

U

Utilized, uncovered, united, updated, undertook, unified

V

Verified, valued, validated, visited

W

Witnessed, worked, weighed, wrote, won, welcomed

