

## Actions Verbs

Remember to use these verbs to describe your skills and accomplishments when writing your federal resume and cover letters – to increase the strength of your writing and make potential employers take notice!

|              |              |             |
|--------------|--------------|-------------|
| Accomplished | Correct      | Inspect     |
| Achieved     | Corrected    | Inspected   |
| Acquire      | Corresponded | Integrating |
| Activated    | Count        | Interest    |
| Adjust       | Created      | Introduced  |
| Administered | Curtailed    | Inventoried |
| Advising     | Deliver      | Inventory   |
| Analyze      | Delivered    | Issue       |
| Approved     | Determine    | Label       |
| Arranged     | Diagnose     | Lifts       |
| Arrange      | Disclosed    | Loading     |
| Arranging    | Discontinued | Logged      |
| Assemble     | Dispatched   | Maintain    |
| Assembled    | Disposal     | Maintained  |
| Assist       | Distributed  | Manage      |
| Assumed      | Document     | Manipulate  |
| Assure       | Economized   | Mark        |
| Attached     | Employed     | Maximized   |
| Attained     | Encouraged   | Minimized   |
| Augmented    | Ensures      | Modernized  |
| Balanced     | Enter        | Modified    |
| Budgeted     | Established  | Modify      |
| Carries      | Estimated    | Monitor     |
| Catalogued   | Evaluate     | Monitored   |
| Cataloguing  | Examine      | Motivated   |
| Categorized  | Exchanged    | Moves       |
| Charted      | Executed     | Notified    |
| Check        | Expanded     | Notify      |
| Check-In     | Expedited    | Observed    |
| Checks       | Extended     | Obtain      |
| Classified   | Facilitated  | Obtained    |
| Coded        | Filed        | Operate     |
| Collected    | Follow-up    | Operated    |
| Combined     | Formulated   | Ordered     |
| Compare      | Generated    | Organized   |
| Compile      | Generates    | Overhaul    |
| Compiled     | Haul         | Pack        |
| Complete     | Hired        | Package     |
| Completed    | Identifies   | Palletize   |
| Condensed    | Implemented  | Performs    |
| Conducted    | Improved     | Place       |
| Consolidate  | Incorporated | Prepare     |
| Consolidated | Increased    | Prepared    |
| Contain      | Initiate     | Process     |
| Converted    | Initiated    | Processed   |
| Coordinate   | Input        | Processes   |

Procured  
Promoted  
Provide  
Provided  
Publishing  
Purchased  
Put-away  
Receive  
Reclaim  
Recorded  
Rectified  
Reduced  
Registered  
Release  
Renews  
Reorganized  
Repair  
Repaired  
Replaced  
Reports  
Requisition  
Research  
Reserved  
Resolve

Respond  
Responded  
Restored  
Retrieve  
Review  
Reviewed  
Rotate  
Routed  
Routes  
Sampling  
Schedule  
Scheduled  
Screened  
Search  
Secures  
Select  
Separate  
Ship  
Simplified  
Size  
Solve  
Sorts  
Sponsored  
Stabilized

Stack  
Standardized  
Store  
Strengthened  
Submit  
Submitted  
Supplemented  
Supplied  
Surpassed  
Systematized  
Tag  
Terminated  
Track  
Train  
Transformed  
Unified  
Unload  
Un-stock  
Updated  
Updates  
Utilizes  
Validated  
Verified  
Verify