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	Respond	Stack
Promoted	Responded	Standardized
Provide	Restored	Store
Provided	Retrieve	Strengthened
Publishing	Review	Submit
Purchased	Reviewed	Submitted
Put-away	Rotate	Supplemented
Receive	Routed	Supplied
Reclaim	Routes	Surpassed
Recorded	Sampling	Systematized
Rectified	Schedule	Tag
Reduced	Scheduled	Terminated
Registered	Screened	Track
Release	Search	Train
Renews	Secures	Transformed
Reorganized	Select	Unified
Repair	Separate	Unload
Repaired	Ship	Un-stock
Replaced	Simplified	Updated
Reports	Size	Updates
Requisition	Solve	Utilizes
Research	Sorts	Validated
Reserved	Sponsored	Verified
Resolve	Stabilized	Verify