



RESOURCES

CAREER
RESOURCES
Humber Advising &
Career Services

ACTION VERBS

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RESUME & COVER LETTER RESOURCE

Academic & Research:

- Analyzed
- Counselling
- Determined
- Developed
- Examined
- Identified
- Interviewed
- Investigated
- Organized
- Researched
- Mentored
- Surveyed
- Updated

Accounting, Data & Financial:

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Compiled
- Computed
- Conserved
- Corrected
- Decreased
- Determined
- Developed
- Estimated
- Forecasted
- Generated
- Managed
- Measured
- Netted
- Planned
- Programmed
- Prepared
- Projected
- Qualified
- Reconciled
- Reduced
- Reported
- Researched
- Retrieved
- Reviewed
- Validated
- Verified

Administrative:

- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Controlled
- Coordinated
- Dispatched
- Distributed
- Documented
- Executed
- Generated
- Grouped
- Implemented
- Indexed
- Inspected
- Managed
- Monitored
- Operated
- Ordered
- Organized
- Planned
- Prepared
- Processed
- Purchased
- Recorded
- Reviewed
- Screened
- Solicited
- Systemized
- Trained
- Validated



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Analytical:

- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Calculated
- Compared
- Concluded
- Confirmed
- Converted
- Critiqued
- Deciphered
- Detected
- Determined
- Developed
- Devised
- Diagnosed
- Estimated
- Evaluated
- Examined
- Forecasted
- Formulated
- Interpreted
- Investigated
- Measured
- Prioritized
- Recommended
- Researched
- Solved
- Summarized
- Validated
- Verified

Communication & People Skills:

- Addressed
- Arranged
- Articulated
- Attested
- Boosted
- Briefed
- Clarified
- Communicated
- Composed
- Condensed
- Contacted
- Conveyed
- Convinced
- Corresponded
- Defined
- Delivered
- Described
- Developed
- Discussed
- Documented
- Drafted
- Edited
- Explained
- Influenced
- Informed
- Interacted
- Interpreted
- Interviewed
- Listened
- Managed
- Moderated
- Motivated
- Outlined
- Presented
- Promoted
- Recruited
- Reinforced
- Reported
- Responded
- Reviewed
- Specified
- Summarized
- Translated

Creative Skills:

- Arranged
- Composed
- Conceptualized
- Created
- Customized
- Developed
- Designed
- Directed
- Displayed
- Established
- Fashioned
- Illustrated
- Integrated
- Introduced
- Invented
- Performed
- Planned
- Photograph
- Shaped
- Transformed



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Customer Service:

- Addressed
- Advertised
- Advised
- Advocated
- Arbitrated
- Articulated
- Clarified
- Coached
- Consulted
- Conveyed
- Educated
- Expressed
- Fielded
- Influenced
- Informed
- Interacted
- Investigated
- Optimized
- Resolved
- Reviewed

Detail & Organizational Skills:

- Administered
- Arranged
- Collected
- Consolidated
- Distributed
- Implemented
- Monitored
- Operated
- Prepared
- Processed
- Registered
- Verified

Helping Skills:

- Assisted
- Arranged
- Assessed
- Clarified
- Coached
- Collaborated
- Conducted
- Contributed
- Counselling
- Encouraged
- Facilitated
- Guided
- Motivated
- Resolved
- Supported

Leadership & Management:

- Administered
- Advised
- Allocated
- Appointed
- Approved
- Assessed
- Assigned
- Authorized
- Coached
- Collaborated
- Consolidated
- Coordinated
- Delegated
- Delivered
- Demonstrated
- Designated
- Directed
- Educated
- Employed
- Empowered
- Enabled
- Encouraged
- Executed
- Evaluated
- Facilitated
- Fostered
- Generated
- Guided
- Headed
- Implemented
- Incorporated
- Increased
- Influenced
- Initiated
- Instructed
- Interviewed
- Moderated
- Motivated
- Organized
- Produced
- Recruited
- Scheduled
- Secured
- Streamlined
- Supervised
- Trained

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL 105, 416.675.6622 ext. 5028

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Marketing:

- Analyzed
- Brainstormed
- Budgeted
- Communicated
- Complied
- Conceptualized
- Conducted
- Consulted
- Coordinated
- Created
- Designed
- Developed
- Established
- Evaluated
- Followed Up
- Generated
- Identified
- Illustrated
- Implemented
- Increased
- Innovated
- Integrated
- Interacted
- Introduced
- Investigated
- Launched
- Maximized
- Negotiated
- Optimized
- Organized
- Partnered
- Pitched
- Positioned
- Prepared
- Presented
- Processed
- Produced
- Projected
- Promoted
- Redesigned
- Researched
- Revitalized
- Strategized
- Tailored

Project Management:

- Aided
- Alleviated
- Extracted
- Finalized
- Fulfilled
- Generated
- Identified
- Reconciled
- Rectified
- Reduced
- Reinforced
- Remedied
- Remodeled
- Settled
- Solicited
- Solved
- Streamlined
- Strengthened
- Supplemented
- Transformed

Relationship Building:

- Acquired
- Collaborated
- Contracted
- Enlisted
- Forged
- Instituted
- Involved
- Mediated
- Navigated
- Partnered
- Resolved
- Secured



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Teaching Skills:

- Assessed
- Clarified
- Coached
- Communicated
- Conducted
- Critiqued
- Educated
- Encouraged
- Evaluated
- Facilitated
- Guided
- Handled
- Instructed
- Motivated
- Participated
- Provided
- Referred
- Resolved
- Supervised
- Trained
- Taught
- Tutored

Technical Skills:

- Advised
- Assembled
- Built
- Calculated
- Computed
- Designed
- Developed
- Engineered
- Installed
- Maintained
- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired
- Restored
- Solved
- Strengthened
- Upgraded

Accomplishment Verbs for all Skill Sets:

- Achieved
- Awarded with
- Completed
- Displayed
- Executed
- Expanded
- Increased
- Improved
- Innovated
- Overcame
- Recognized
- Succeeded