

ACTION VERBS/SKILLS FOR RESUMES AND COVER LETTERS

accelerated	cooperated	financed	negotiated	reviewed
accomplished	coordinated	focused	nominated	revised
achieved	corrected	forecasted	observed	revitalized
acquired	corresponded	formalized	obtained	revived
acted	counseled	formed	operated	rewrote
adapted	created	formulated	ordered	saved
addressed	critiqued	founded	organized	scheduled
administered	cross-examined	fulfilled	oriented	selected
advanced	cultivated	funded	originated	served
advised	decided	gathered	outlined	set up
allocated	decreased	generated	overcame	settled
amended	defended	governed	overhauled	shaped
analyzed	defined	guided	oversaw	simplified
anticipated	delegated	handled	participated	solicited
applied	delivered	headed	perceived	solved
appointed	demonstrated	hired	perfected	specified
appraised	derived	identified	performed	spoke
approved	designated	illustrated	persuaded	sponsored
arbitrated	designed	implemented	piloted	staffed
argued	detailed	improved	pioneered	started
arranged	determined	increased	placed	stimulated
articulated	developed	influenced	planned	strategized
assembled	devised	informed	prepared	streamlined
assessed	directed	initiated	presented	strengthened
assigned	discovered	innovated	presided	structured
assisted	displayed	inspected	prevented	studied
attained	disseminated	inspired	processed	succeeded
audited	distributed	instituted	produced	suggested
augmented	documented	instructed	programmed	summarized
authored	doubled	insured	projected	supervised
balanced	drafted	integrated	promoted	supported
briefed	earned	interpreted	prompted	surpassed
broadened	edited	interviewed	proposed	surveyed
budgeted	educated	introduced	prosecuted	synthesized
built	effected	invented	protected	tailored
calculated	eliminated	invested	proved	targeted
catalogued	employed	investigated	provided	taught
centralized	encouraged	judged	published	tested
chaired	enforced	justified	purchased	tightened
clarified	engaged	launched	pursued	traded
coached	engineered	learned	realized	trained
collaborated	enhanced	lectured	recommended	transacted
combined	entertained	led	reconciled	transformed
commanded	established	liaised	recruited	translated
communicated	estimated	licensed	redesigned	trimmed
compared	evaluated	listened	reduced	tripled
compiled	examined	litigated	re-established	tutored
completed	exceeded	made	regulated	uncovered
composed	executed	maintained	reinforced	undertook
conceived	exercised	managed	reorganized	unified
conducted	expanded	marketed	repaired	updated
connected	expedited	mastered	reported	upgraded
consolidated	experimented	mediated	represented	utilized
constructed	explained	mobilized	researched	verified
consulted	expressed	modeled	reshaped	vitalized
contributed	extended	modified	resolved	widened
controlled	facilitated	molded	responded	won
convened	filed	monitored	restored	wrote
converted	finalized	motivated	revamped	

COMMONLY MISSPELLED OR MISUSED WORDS

MISSPELLED

accommodate
government
competitive
preparatory
liaison
permanent
appellate
comparative
reference
memoranda (plural)
memorandum (singular)
oriented (not orientated)
Juris Doctor
Judgment

MISUSED

Northwestern University School of Law, not
Northwestern University Law School
affect/effect
complement/compliment
criteria/criterion
perspective/prospective