

RESUME ACTION VERBS



Source: <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

YOU LED A PROJECT

If you were in charge of a project or initiative from start to finish:

1. Chaired
2. Controlled
3. Coordinated
4. Drove
5. Executed
6. Headed
7. Headed up
8. Led
9. Operated
10. Orchestrated
11. Org
12. Oversaw
13. Piloted
14. Planned
15. Produced
16. Programmed

YOU ENVISIONED OR BROUGHT A PROJECT TO LIFE

If you actually developed, created, or introduced that project into your company:

17. Activated
18. Administered
19. Built
20. Charted
21. Conceived
22. Conceptualized
23. Constructed
24. Created
25. Designed
26. Developed
27. Devised
28. Diversified
29. Drafted
30. Drew
31. Fabricated

32. Fashioned
33. Founded
34. Enacted
35. Engineered
36. Established
37. Formalized
38. Formed
39. Formulated
40. Imagined
41. Implemented
42. Incorporated
43. Initiated
44. Instituted
45. Introduced
46. Invented
47. Launched
48. Manufactured
49. Marketed
50. Modeled
51. Named
52. Originated
53. Perfected
54. Pioneered
55. Projected
56. Proposed
57. Set
58. Spearheaded
59. Structured

YOU SAVED THE COMPANY TIME OR MONEY

Hiring managers love candidates who've helped a team operate more efficiently or cost-effectively::

60. Appraised
61. Budgeted
62. Conserved
63. Consolidated
64. Corrected
65. Decreased

66. Deducted
67. Diagnosed
68. Financed
69. Lessened
70. Organized
71. Reconciled
72. Reduced
73. Saved
74. Validated
75. Yielded

YOU INCREASED EFFICIENCY, SALES, REVENUE, OR CUSTOMER SATISFACTION

If you can show that your work boosted the company's numbers in some way:

76. Accelerated
77. Achieved
78. Advanced
79. Amplified
80. Automated
81. Boosted
82. Capitalized
83. Contributed
84. Cut
85. Delivered
86. Detected
87. Distinguished
88. Doubled
89. Eliminated
90. Enhanced
91. Expanded
92. Expedited
93. Fixed
94. Furthered
95. Gained
96. Generated
97. Improved
98. Inventoried

99. Lifted
100. Maximized
101. Monitored
102. Obtained
103. Outpaced
104. Predicted
105. Prioritized
106. Procured
107. Risked
108. Satisfied
109. Sorted
110. Stimulated
111. Sustained
112. Systemized
113. Tabulated

YOU CHANGED OR IMPROVED SOMETHING

If you made positive changes at your office:

114. Adapted
115. Adopted
116. Altered
117. Ascertain
118. Cataloged
119. Centralized
120. Clarified
121. Converted
122. Customized
123. Experimented
124. Finalized
125. Illustrated
126. Improvised
127. Influenced
128. Innovated
129. Installed
130. Instigated
131. Integrated
132. Manipulated
133. Merged
134. Modified

- 135. Oriented
- 136. Overcame
- 137. Overhauled
- 138. Pinpointed
- 139. Progressed
- 140. Realigned
- 141. Realized
- 142. Recognized
- 143. Redesigned
- 144. Refined
- 145. Refocused
- 146. Rehabilitated
- 147. Remodeled
- 148. Reorganized
- 149. Repaired
- 150. Replaced
- 151. Restored
- 152. Restructured
- 153. Revamped
- 154. Revised
- 155. Revitalized
- 156. Simplified
- 157. Solved
- 158. Standardized
- 159. Streamlined
- 160. Strengthened
- 161. Suggested
- 162. Updated
- 163. Upgraded
- 164. Transformed
- 165. Trimmed
- 166. Troubleshoot

YOU MANAGED A TEAM

If you were an inspirational leader:

- 167. Addressed
- 168. Aligned
- 169. Approved
- 170. Collaborated
- 171. Commanded
- 172. Confronted
- 173. Counseled
- 174. Cultivated
- 175. Directed
- 176. Distributed
- 177. Enabled

- 178. Encouraged
- 179. Facilitated
- 180. Fostered
- 181. Governed
- 182. Guided
- 183. Handled
- 184. Hired
- 185. Increased
- 186. Inspired
- 187. Instructed
- 188. Interviewed
- 189. Managed
- 190. Mediated
- 191. Mentored
- 192. Mobilized
- 193. Moderated
- 194. Motivated
- 195. Praised
- 196. Presided
- 197. Recruited
- 198. Regulated
- 199. Scheduled
- 200. Shaped
- 201. Supervised
- 202. Taught
- 203. Trained
- 204. Unified
- 205. United

YOU BROUGHT IN PARTNERS, FUNDING, OR RESOURCES

If you were "responsible for" a great new partner, sponsor, or source of funding:

- 206. Acquired
- 207. Appointed
- 208. Consulted
- 209. Contracted
- 210. Correlated
- 211. Enlisted
- 212. Forged
- 213. Navigated
- 214. Negotiated
- 215. Partnered
- 216. Purchased
- 217. Received

- 218. Referred
- 219. Secured
- 220. Sold
- 221. Solidified
- 222. Supplied

YOU SUPPORTED CUSTOMERS

If you were manning the phones or answering questions, it means you were advising customers and meeting their needs:

- 223. Advised
- 224. Advocated
- 225. Arbitrated
- 226. Assisted
- 227. Coached
- 228. Consulted
- 229. Educated
- 230. Fielded
- 231. Helped
- 232. Informed
- 233. Lectured
- 234. Listened
- 235. Provided
- 236. Resolved
- 237. Served
- 238. Serviced
- 239. Supported
- 240. Talked
- 241. Tutored

YOU WERE A RESEARCH MACHINE

If your job included research, analysis, or fact-finding:

- 242. Analyzed
- 243. Ascertained
- 244. Assembled
- 245. Assessed
- 246. Audited
- 247. Calculated
- 248. Compiled
- 249. Conducted
- 250. Discovered
- 251. Evaluated
- 252. Examined

- 253. Explored
- 254. Forecasted
- 255. Found
- 256. Gathered
- 257. Hypothesized
- 258. Identified
- 259. Interpreted
- 260. Investigated
- 261. Learned
- 262. Mapped
- 263. Measured
- 264. Published
- 265. Qualified
- 266. Quantified
- 267. Recorded
- 268. Researched
- 269. Surveyed
- 270. Tested
- 271. Tracked

YOU WROTE OR COMMUNICATED

If you were writing, speaking, lobbying, or otherwise communicating:

- 272. Authored
- 273. Briefed
- 274. Campaigned
- 275. Co-authored
- 276. Composed
- 277. Conveyed
- 278. Convinced
- 279. Corresponded
- 280. Counseled
- 281. Critiqued
- 282. Defined
- 283. Documented
- 284. Edited
- 285. Illustrated
- 286. Lobbied
- 287. Persuaded
- 288. Promoted
- 289. Proofread
- 290. Publicized
- 291. Responded
- 292. Reviewed
- 293. Sketched
- 294. Spoke

- 295. Studied
- 296. Summarized
- 297. Synthesized
- 298. Transcribed
- 299. Translated
- 300. Typed
- 301. Verbalized
- 302. Wrote

YOU OVERSAW OR REGULATED

Whether you enforced protocol or managed your department's requests:

- 303. Authorized
- 304. Blocked
- 305. Delegated
- 306. Dispatched
- 307. Enforced
- 308. Ensured
- 309. Inspected
- 310. Itemized
- 311. Licensed
- 312. Monitored
- 313. Officiated
- 314. Processed
- 315. Reinforced
- 316. Reported
- 317. Screened
- 318. Scrutinized
- 319. Selected
- 320. Verified

YOU ACHIEVED SOMETHING

Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

- 321. Attained
- 322. Awarded
- 323. Completed
- 324. Demonstrated
- 325. Earned
- 326. Endured
- 327. Exceeded
- 328. Exhibited
- 329. Outperformed

- 330. Presented
- 331. Performed
- 332. Ranked
- 333. Rated
- 334. Reached
- 335. Showcased
- 336. Succeeded
- 337. Surpassed
- 338. Targeted
- 339. Won

GENERAL VERBS:

These words are also helpful in elevating your job descriptions:

- 340. Acted
- 341. Applied
- 342. Allocated
- 343. Arranged
- 344. Assured
- 345. Balanced
- 346. Classified
- 347. Closed
- 348. Collected
- 349. Communicated
- 350. Compared
- 351. Computed
- 352. Concluded
- 353. Continued
- 354. Contained
- 355. Dealt
- 356. Decided
- 357. Depended
- 358. Detailed
- 359. Determined
- 360. Dispensed
- 361. Displayed
- 362. Disproved
- 363. Dissected
- 364. Diverted
- 365. Dramatized
- 366. Effected
- 367. Entertained
- 368. Explained
- 369. Expressed
- 370. Extracted
- 371. Familiarized
- 372. Filed

- 373. Followed
- 374. Graduated
- 375. Induced
- 376. Indoctrinated
- 377. Insured
- 378. Judged
- 379. Justified
- 380. Intensified
- 381. Kept
- 382. Located
- 383. Logged
- 384. Maintained
- 385. Memorized
- 386. Nominated
- 387. Normalized
- 388. Noted
- 389. Observed
- 390. Offered
- 391. Ordered
- 392. Painted
- 393. Participated
- 394. Perceived
- 395. Photographed
- 396. Played
- 397. Placed
- 398. Prepared
- 399. Prescribed
- 400. Printed
- 401. Professed
- 402. Protected
- 403. Proved
- 404. Questioned
- 405. Raised
- 406. Reasoned
- 407. Recommended
- 408. Related
- 409. Rendered
- 410. Represented
- 411. Retrieved
- 412. Schooled
- 413. Sensed
- 414. Separated
- 415. Shared
- 416. Showed
- 417. Specified
- 418. Symbolized
- 419. Transferred
- 420. Treated

- 421. Traveled
- 422. Used
- 423. Utilized
- 424. Weighed
- 425. Worked

