

Resume Action Verbs

You Led a Project

If you were in charge of a project or initiative from start to finish, skip “led” and instead try:

Chaired	Executed	Orchestrated	Planned
Controlled	Headed	Organized	Produced
Coordinated	Operated	Oversaw	Programmed

You Envisioned and Brought to Life a Project

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

Administered	Devised	Formed	Instituted
Charted	Founded	Formulated	Introduced
Created	Engineered	Implemented	Launched
Designed	Established	Incorporated	Pioneered
Developed	Formalized	Initiated	Spearheaded

You Saved the Company Time or Money

Hiring managers love candidates who’ve helped a team operate more efficiently or cost-effectively. To show just how much you saved, try:

Conserved	Decreased	Lessened	Reduced
Consolidated	Deducted	Reconciled	Yielded

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

If you can show that your work boosted the company’s numbers, you’re bound to impress. In these cases, consider:

Accelerated	Capitalized	Expedited	Improved
Achieved	Delivered	Furthered	Maximized
Advanced	Enhanced	Gained	Outpaced
Boosted	Expanded	Generated	Stimulated

You Changed or Improved Something

Talk about the amazing changes you made at your office with these words:

Centralized	Merged	Rehabilitated	Revitalized
Clarified	Modified	Remodeled	Simplified
Converted	Overhauled	Reorganized	Streamlined
Customized	Redesigned	Replaced	Strengthened
Influenced	Refined	Restructured	Updated
Integrated	Refocused	Revamped	Transformed

You Managed a Team

Instead of reciting your management duties, like “Led a team…” or “Managed employees…” show what an inspirational leader you were, with terms like:

Aligned	Fostered	Mobilized	Supervised
Cultivated	Guided	Motivated	Taught
Directed	Inspired	Regulated	Trained
Enabled	Mentored	Shaped	United

You Brought in Partners, Funding, or Resources

Were you “responsible for” a great new partner, sponsor, or source of funding? Try:

Acquired	Developed	Navigated	Partnered
Collaborated	Forged	Negotiated	Secured

You Supported Customers or Clients

Because manning the phones or answering questions really means you’re advising customers and meeting their needs, use:

Advised	Arbitrated	Educated	Informed
Advocated	Consulted	Fielded	Resolved

You Conducted Research

Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:

Analyzed	Discovered	Identified	Qualified
Assembled	Evaluated	Interpreted	Quantified
Assessed	Examined	Investigated	Surveyed
Audited	Explored	Mapped	Tested
Calculated	Forecasted	Measured	Tracked

You Wrote or Communicated

Was writing, speaking, lobbying, or otherwise communicating part of your job? You can explain just how compelling you were with words like:

Authored	Conveyed	Defined	Lobbied
Briefed	Convinced	Documented	Persuaded
Campaigned	Corresponded	Edited	Promoted
Composed	Critiqued	Illustrated	Publicized

You Oversaw or Regulated

Whether you enforced protocol or managed your department’s requests, describe what you really did, better, with these words:

Authorized	Dispatched	Inspected	Screened
Blocked	Enforced	Itemized	Scrutinized
Delegated	Ensured	Monitored	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:

Attained	Demonstrated	Outperformed	Succeeded
Awarded	Earned	Reached	Surpassed
Completed	Exceeded	Showcased	Targeted