

# Resume action verbs

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

## You Supported Customers

Manning the phones or answering questions really means you're advising customers and meeting their needs, use:

Advised	Educated
Advocated	Fielded
Arbitrated	Informed
Coached	Resolved
Consulted	

## You Led a Project

If you oversaw a project or initiative from start to finish, skip "led" and instead try:

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

## You Envisioned and Brought a Project to Life

And if you developed, created, or introduced that project try:

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

## 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	Lessened
Consolidated	Reconciled
Decreased	Reduced
Deducted	Yielded
Diagnosed	

## You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

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

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

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## You Changed or Improved Something

Talk about the amazing changes you made with these words:

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

## You Managed a Team

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

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

## You Brought in Customers, Funding, or Resources

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

Acquired	Negotiated
Forged	Partnered
Navigated	Secured

## You Were a Research Machine

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

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

## You Wrote or Communicated

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

Authored	Defined
Briefed	Documented
Campaigned	Edited
Co-authored	Illustrated
Composed	Lobbied
Conveyed	Persuaded
Convinced	Promoted
Corresponded	Publicized
Counseled	Reviewed
Critiqued	





