

# Action Verbs For Resumes

## What are action verbs, and why do we use them?

When describing your responsibilities and achievements in the work history section of a resume, you should choose verbs that accurately describe what you actively did at the job. It shows that you put time, effort, and care into applying for a job. There are a variety of active verbs for different activities that can make your resume stand out.

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### List of action verbs for resumes:

Next time you update your resume, switch up a few of those common words and phrases with strong, compelling action verbs that will catch hiring managers' eyes.

- **You Led a Project**

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

Chaired  
Controlled  
Coordinated  
Executed

Headed  
Operated  
Orchestrated  
Organized

Oversaw  
Planned  
Produced  
Programmed

- **You Envisioned and Brought a Project to Life**

*And if you actually developed, created, or introduced that project into your company? Try:*

Administered  
Built  
Charted  
Created  
Designed  
Developed  
Devised

Founded  
Engineered  
Established  
Formalized  
Formed  
Formulated  
Implemented

Incorporated  
Initiated  
Instituted  
Introduced  
Launched  
Pioneered  
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	Deducted	Reconciled
Consolidated	Diagnosed	Reduced
Decreased	Lessened	Yielded

- **You Increased Efficiency, Sales, Revenue, or Customer Satisfaction**

*Along similar lines, if you can show that your work boosted the company's numbers in some way, you're bound to impress. In these cases, consider:*

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

- **You Changed or Improved Something**

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

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

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

- **You Brought in Partners, Funding, or Resources**

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

Acquired	Negotiated
Forged	Partnered
Navigated	Secured

- **You Supported Customers**

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

Advised	Coached	Fielded
Advocated	Consulted	Informed
Arbitrated	Educated	Resolved

- **You Were a Research Machine**

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

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

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

- **You Oversaw or Regulated**

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

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

- **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	Earned	Showcased
Awarded	Exceeded	Succeeded
Completed	Outperformed	Surpassed
Demonstrated	Reached	Targeted



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