

ACTION VERBS

So many resumes use the same tired, generic words. Check the list below for strong, compelling, and targeted verbs.

IF YOU MANAGED A PROJECT OR INITIATIVE

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

IF YOU CREATED OR INTRODUCED A PROJECT

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

IF YOU MADE SOMETHING MORE EFFICIENT OR COST-EFFECTIVE

- Conserved
- Consolidated
- Decreased
- Deducted
- Diagnosed
- Lessened
- Reconciled
- Reduced
- Yielded

IF YOUR WORK BOOSTED PROFITS OR PERFORMANCE

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

IF YOU UPGRADED ANY SYSTEMS OR PROCEDURES

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

IF YOU LED ANY GROUPS OR COMMITTEES

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

IF YOU FOUND NEW PARTNERS, SPONSORS, OR SOURCES OF FUNDING

- Acquired
- Forged
- Navigated
- Negotiated
- Partnered
- Secured

IF YOU RESEARCHED, ANALYZED, OR CONFIRMED FACTS

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

IF YOU ADVISED CUSTOMERS

- Advised
- Advocated
- Arbitrated
- Coached
- Consulted
- Educated
- Fielded
- Informed
- Resolved

IF YOU COMMUNICATED (WRITING, SPEAKING, OR LOBBYING)

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

IF YOU MET YOUR GOALS OR WON ANY ACCOLADES

- Attained
- Awarded
- Completed
- Demonstrated
- Earned
- Exceeded
- Outperformed
- Reached
- Showcased

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ACTION VERBS FOR TRADES

- Adjusted
- Altered
- Anchored
- Arranged
- Assembled
- Attached
- Balanced
- Blasted
- Bore
- Brazed
- Brushed
- Built
- Calibrated
- Catered
- Caught
- Cemented
- Checked
- Cleaned
- Closed
- Command
- Compacted
- Conducted
- Connected
- Constructed
- Controlled
- Cooked
- Customized
- Cut
- Drafted
- Decorated
- Delivered
- Diagnosed
- Dispatched
- Distributed
- Drafted
- Dredged
- Drilled
- Drove
- Dug
- Dumped
- Estimated
- Evaluated
- Examined
- Fabricated
- Filmed
- Filtered
- Fished
- Fitted
- Formed
- Framed
- Grinded Ground)
- Hammered
- Handled
- Harvested
- Helped
- Hoisted
- Inspected
- Installed
- Invented
- Jumped
- Organized
- Laid
- Landed
- Led
- Levelled
- Lifted
- Loaded
- Logged
- Lubricated
- Made
- Manoeuvred
- Manufactured
- Measured
- Mended
- Mixed
- Modified
- Mounted
- Mopped
- Moved
- Nailed
- Navigated
- Opened
- Operated
- Ordered
- Overhauled
- Placed
- Planted
- Plastered
- Positioned
- Poured
- Pumped
- Raised
- Recharged
- Reconditioned
- Recovered
- Refinished
- Regulated
- Removed
- Renovated
- Repainted
- Repaired
- Replaced
- Replenished
- Rescued
- Restored
- Rigged
- Rotated
- Safely
- Salvaged
- Sanded
- Sawed
- Served
- Serviced
- Set-up
- Sewed
- Sharpened
- Shipped
- Smoothed
- Soldered
- Sorted
- Sourced
- Spread
- Sprayed
- Steamed
- Stored
- Straightened
- Tailored
- Tested
- Trained
- Transferred
- Transported
- Traveled
- Troubleshoot
- Unloaded
- Upholstered
- Verified
- Washed
- Welded
- Weighed
- Worked