

Action verbs for resume ' ,



Managed a project/team

1. Aligned
2. Allocated
3. Arranged
4. Chaired
5. Controlled
6. Coordinated
7. Cultivated
8. Directed
9. Enabled
10. Executed
11. Facilitated
12. Fostered
13. Guided
14. Headed (up)
15. Hired
16. Inspired
17. Led
18. Mentored
19. Mobilized
20. Motivated
21. Operated
22. Orchestrated
23. Organized
24. Oversaw
25. Planned
26. Produced
27. Programmed
28. Recruited
29. Regulated
30. Run
31. Shaped
32. Supervised
33. Taught
34. Trained
35. Unified
36. United

Introduced sth new, changed or improved

37. Administered
38. Built
39. Centralized
40. Charted
41. Clarified
42. Converted
43. Created
44. Customized
45. Designed
46. Developed
47. Devised
48. Founded
49. Engineered
50. Envisioned
51. Established

52. Formalized
53. Formed
54. Formulated
55. Implemented
56. Incorporated
57. Initiated
58. Instituted
59. Introduced
60. Influenced
61. Integrated
62. Launched
63. Merged
64. Modified
65. Overhauled
66. Pioneered
67. Redesigned
68. Refined
69. Refocused
70. Rehabilitated
71. Remodeled
72. Reorganized
73. Replaced
74. Restructured
75. Revamped
76. Revitalized
77. Simplified
78. Spearheaded
79. Standardized
80. Streamlined
81. Strengthened
82. Transformed
83. Updated
84. Upgraded

Saved time or money

85. Conserved
86. Consolidated
87. Consulted
88. Decreased
89. Deducted
90. Diagnosed
91. Lessened
92. Reconciled
93. Reduced
94. Yielded

Increased sth (efficiency/ satisfaction)

95. Accelerated
96. Achieved
97. Advanced
98. Amplified
99. Boosted
100. Capitalized
101. Delivered

- 102. Enhanced
- 103. Expanded
- 104. Furthered
- 105. Gained
- 106. Generated
- 107. Improved
- 108. Lifted
- 109. Maximized
- 110. Outpaced
- 111. Stimulated
- 112. Sustained

Brought partners, findings

- 113. Acquired
- 114. Forged
- 115. Navigated
- 116. Negotiated
- 117. Partnered
- 118. Secured

Worked with customers/partners

- 119. Acquired
- 120. Advised
- 121. Advocated
- 122. Coached
- 123. **Collaborated**
- 124. Consulted
- 125. Educated
- 126. Fielded
- 127. Informed
- 128. Resolved

Worked with data

- 129. Analyzed
- 130. Assembled
- 131. Assessed
- 132. Audited
- 133. Calculated
- 134. Discovered
- 135. Evaluated
- 136. Examined
- 137. Explored
- 138. Forecasted
- 139. Fact-found
- 140. Identified
- 141. Interpreted
- 142. Investigated
- 143. Mapped
- 144. Measured
- 145. Researched
- 146. Qualified
- 147. Quantified
- 148. Surveyed
- 149. Tested
- 150. Tracked

Communicated

- 151. Authored
- 152. Briefed

- 153. Campaigned
- 154. Co-authored
- 155. Composed
- 156. Conveyed
- 157. Convinced
- 158. Corresponded
- 159. Critiqued
- 160. Defined
- 161. Documented
- 162. Edited
- 163. Illustrated
- 164. Lobbied
- 165. Persuaded
- 166. Promoted
- 167. Publicized
- 168. Reviewed

Regulated

- 169. Authorized
- 170. Delegated
- 171. Dispatched
- 172. Enforced
- 173. Ensured
- 174. Inspected
- 175. Itemized
- 176. Monitored
- 177. Screened
- 178. Verified

Achieved sth

- 179. Attained
- 180. Awarded
- 181. Completed
- 182. Demonstrated
- 183. Earned
- 184. Exceeded
- 185. Outperformed
- 186. Reached
- 187. Showcased
- 188. Succeeded
- 189. Surpassed
- 190. Targeted