

185 Powerful Action Verbs That Will Make Your Resume Awesome

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Led... Handled... Managed...

Responsible for...

Most resume bullet points start with the same words. Frankly, the same tired old words hiring managers have heard over and over—to the point where they’ve lost a lot of their meaning and don’t do much to show off your accomplishments.

So, let’s get a little more creative, shall we? 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.

No matter what duty or accomplishment you’re trying to show off, we’ve got just the resume action verb for you. Check out the list below, and get ready to make your resume way more exciting.

Action Verbs 1-12 You Led a Project

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

- | | | |
|----------------|-----------------|----------------|
| 1. Chaired | 5. Headed | 9. Oversaw |
| 2. Controlled | 6. Operated | 10. Planned |
| 3. Coordinated | 7. Orchestrated | 11. Produced |
| 4. Executed | 8. Organized | 12. Programmed |

Action Verbs 13-33 You Envisioned and Brought a Project to Life

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

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|------------------|-----------------|------------------|
| 13. Administered | 20. Founded | 27. Incorporated |
| 14. Built | 21. Engineered | 28. Initiated |
| 15. Charted | 22. Established | 29. Instituted |
| 16. Created | 23. Formalized | 30. Introduced |
| 17. Designed | 24. Formed | 31. Launched |
| 18. Developed | 25. Formulated | 32. Pioneered |
| 19. Devised | 26. Implemented | 33. Spearheaded |

Action Verbs 34-42 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:

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|------------------|---------------|----------------|
| 34. Conserved | 37. Deducted | 40. Reconciled |
| 35. Consolidated | 38. Diagnosed | 41. Reduced |
| 36. Decreased | 39. Lessened | 42. Yielded |

Action Verbs 43-61 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:

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|-----------------|---------------|----------------|
| 43. Accelerated | 50. Enhanced | 57. Lifted |
| 44. Achieved | 51. Expanded | 58. Maximized |
| 45. Advanced | 52. Expedited | 59. Outpaced |
| 46. Amplified | 53. Furthered | 60. Stimulated |
| 47. Boosted | 54. Gained | 61. Sustained |
| 48. Capitalized | 55. Generated | |
| 49. Delivered | 56. Improved | |

Action Verbs 62-87 You Changed or Improved Something

So, you brought your department's invoicing system out of the Stone Age and onto the interwebs? Talk about the amazing changes you made at your office with these words:

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|-----------------|-------------------|------------------|
| 62. Centralized | 71. Redesigned | 80. Revitalized |
| 63. Clarified | 72. Refined | 81. Simplified |
| 64. Converted | 73. Refocused | 82. Standardized |
| 65. Customized | 74. Rehabilitated | 83. Streamlined |
| 66. Influenced | 75. Remodeled | 84. Strengthened |
| 67. Integrated | 76. Reorganized | 85. Updated |
| 68. Merged | 77. Replaced | 86. Upgraded |
| 69. Modified | 78. Restructured | 87. Transformed |
| 70. Overhauled | 79. Revamped | |

Action Verbs 88-107 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:

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|-----------------|----------------|-----------------|
| 88. Aligned | 95. Hired | 102. Shaped |
| 89. Cultivated | 96. Inspired | 103. Supervised |
| 90. Directed | 97. Mentored | 104. Taught |
| 91. Enabled | 98. Mobilized | 105. Trained |
| 92. Facilitated | 99. Motivated | 106. Unified |
| 93. Fostered | 100. Recruited | 107. United |
| 94. Guided | 101. Regulated | |

Action Verbs 108-113 You Brought in Partners, Funding, or Resources

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

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|---------------|-----------------|----------------|
| 108. Acquired | 110. Navigated | 112. Partnered |
| 109. Forged | 111. Negotiated | 113. Secured |

Action Verbs 114-122 You Supported Customers

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

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|-----------------|----------------|---------------|
| 114. Advised | 117. Coached | 120. Fielded |
| 115. Advocated | 118. Consulted | 121. Informed |
| 116. Arbitrated | 119. Educated | 122. Resolved |

Action Verbs 123-142 You Were a Research Machine

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

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|-----------------|-------------------|-----------------|
| 123. Analyzed | 130. Examined | 137. Measured |
| 124. Assembled | 131. Explored | 138. Qualified |
| 125. Assessed | 132. Forecasted | 139. Quantified |
| 126. Audited | 133. Identified | 140. Surveyed |
| 127. Calculated | 134. Interpreted | 141. Tested |
| 128. Discovered | 135. Investigated | 142. Tracked |
| 129. Evaluated | 136. Mapped | |

Action Verbs 143-161 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:

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|------------------|-------------------|-----------------|
| 143. Authored | 150. Corresponded | 157. Lobbied |
| 144. Briefed | 151. Counseled | 158. Persuaded |
| 145. Campaigned | 152. Critiqued | 159. Promoted |
| 146. Co-authored | 153. Defined | 160. Publicized |
| 147. Composed | 154. Documented | 161. Reviewed |
| 148. Conveyed | 155. Edited | |
| 149. Convinced | 156. Illustrated | |

Action Verbs 162-173 You Oversaw or Regulated

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

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|-----------------|----------------|------------------|
| 162. Authorized | 166. Enforced | 170. Monitored |
| 163. Blocked | 167. Ensured | 171. Screened |
| 164. Delegated | 168. Inspected | 172. Scrutinized |
| 165. Dispatched | 169. Itemized | 173. Verified |

Action Verbs 174-185 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:

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|-------------------|-------------------|----------------|
| 174. Attained | 178. Earned | 182. Showcased |
| 175. Awarded | 179. Exceeded | 183. Succeeded |
| 176. Completed | 180. Outperformed | 184. Surpassed |
| 177. Demonstrated | 181. Reached | 185. Targeted |