

185 Powerful Verbs That Will Make Your Résumé Awesome

By The Daily Muse Editor, January 07, 2014



Led... Handled... Managed... Responsible for... Most résumé 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 awesome accomplishments.

So, let’s get a little more creative, shall we? Next time you update your résumé, 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 verb for you. Check out the list below, and get ready to make your résumé way more exciting.

You Envisioned and Brought to Life a Project

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

1. Administered
2. Built
3. Charted
4. Created
5. Designed
6. Developed
7. Devised
8. Founded
9. Engineered
10. Established
11. Formalized
12. Formed
13. Formulated
14. Implemented
15. Incorporated
16. Initiated
17. Instituted
18. Introduced
19. Launched
20. Pioneered
21. Spearheaded

You Led a Project

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

22. Chaired
23. Controlled
24. Coordinated
25. Executed
26. Headed
27. Operated
28. Orchestrated
29. Organized
30. Oversaw
31. Planned
32. Produced
33. Programmed

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:

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

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

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:

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

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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:

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

You Brought in Partners, Funding, or Resources

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

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

You Supported Customers

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

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

You Were a Research Machine

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

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

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

You Oversaw or Regulated

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

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

You Achieved Something

Did you hit your goals? Win a coveted department award? Don’t forget to include that on your résumé, with words like:

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