

185 Powerful Verbs That Will Make Your Resume Awesome

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 |

You Envisioned and Brought to Life a Project

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

- | | | |
|------------------|-----------------|------------------|
| 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 |

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 | 37. Deducted | 40. Reconciled |
| 35. Consolidated | 38. Diagnosed | 41. Reduced |
| 36. Decreased | 39. Lessened | 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 | 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 | |

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 | 64. Converted | 66. Influenced |
| 63. Clarified | 65. Customized | 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

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 | 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 | |

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

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:

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