

## RESUME ACTION VERBS

Stuck for words to use on your resume? Here are hundreds of resume verbs to help you overcome your writers' block!

Pages 1 - 3 categorize the verbs into different achievements; page 4 onwards lists action verbs alphabetically.

### **You Led a Project**

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

### **You Envisioned and Brought to Life a Project**

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

### **You Saved the Company Time or Money**

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**

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**

- 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

## **You Managed a Team**

- 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**

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

## **You Supported Customers**

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

## **You Were a Research Machine**

- 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**

- 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**

- 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**

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

## A

Accelerated  
Acclimated  
Accompanied  
Accomplished  
Achieved  
Acquired  
Acted  
Activated  
Actuated  
Adapted  
Added  
Addressed  
Adhered  
Adjusted  
Administered  
Admitted  
Adopted  
Advanced  
Advertised  
Advised  
Advocated  
Affected  
Aided  
Aired  
Allocated  
Altered  
Amended  
Amplified  
Analyzed  
Answered  
Anticipated  
Appeared on  
Applied  
Appointed  
Appraised  
Approached  
Approved  
Arbitrated  
Architected  
Arranged  
Ascertained  
Asked  
Assembled  
Assessed  
Assigned  
Assisted  
Assumed  
Attained  
Attracted

Audited  
Augmented  
Authored  
Authorized  
Automated  
Availed  
Awarded

## B

Balanced  
Bargained  
Benchmarked  
Boosted  
Borrowed  
Bought  
Briefed  
Broadened  
Brought  
Budgeted  
Built

## C

Calculated  
Called  
Canvassed  
Capitalized  
Captured  
Carried  
Cast  
Catalogued  
Centralized  
Chaired  
Challenged  
Championed  
Changed  
Channelled  
Charted  
Checked  
Chose  
Circulated  
Clarified  
Classified  
Cleared  
Closed  
Coached  
Co-founded  
Co-led  
Collaborated  
Collected  
Combined

Commended  
Commissioned  
Committed  
Communicated  
Compared  
Compelled  
Compiled  
Completed  
Complied (with)  
Composed  
Computed  
Conceived  
Conceptualized  
Concluded  
Condensed  
Conducted  
Conferred  
Configured  
Consolidated  
Constructed  
Consulted  
Contracted  
Contrasted  
Contributed  
Contrived  
Controlled  
Converted  
Convinced  
Coordinated  
Corrected  
Corresponded  
Counselled  
Counted  
Crafted  
Created  
Critiqued  
Cultivated  
Cut

## D

Debugged  
Decentralized  
Decided  
Decreased  
Deferred  
Defined  
Delegated  
Delivered  
Demonstrated  
Demystified  
Deployed

Depreciated  
Described  
Designated  
Designed  
Detected  
Determined  
Developed  
Diagnosed  
Diagrammed  
Directed  
Disciplined  
Disclosed  
Discounted  
Discovered  
Dispatched  
Dispensed  
Displayed  
Dissembled  
Distinguished  
Distributed  
Diversified  
Diverted  
Divested  
Documented  
Doubled  
Downsized  
Drafted  
Drew up  
Drove

## **E**

Earned  
Eased  
Edited  
Educated  
Effected  
Elected  
Eliminated  
Emphasized  
Employed  
Enabled  
Encouraged  
Endorsed  
Energized  
Enforced  
Engaged  
Engineered  
Enhanced  
Enlarged  
Enlisted  
Enriched  
Ensured

Entertained  
Established  
Estimated  
Evaluated  
Examined  
Exceeded  
Excelled  
Exchanged  
Executed  
Exempted  
Exercised  
Exhibited  
Expanded  
Expedited  
Experimented  
Explained  
Exported  
Exposed  
Extended  
Extracted  
Extrapolated

## **F**

Fabricated  
Facilitated  
Familiarized  
Fashioned  
Fielded  
Figured  
Finalized  
Financed  
Fit  
Focused  
Forecasted  
Forged  
Formalized  
Formed  
Formulated  
Fortified  
Fostered  
Found  
Founded  
Framed  
Fulfilled  
Functioned  
Furnished

## **G**

Gained  
Gathered  
Gauged  
Gave

Generated  
Governed  
Graded  
Graduated  
Granted  
Greeted  
Grouped  
Guided

## **H**

Handled  
Hastened  
Headed  
Hired  
Honed  
Hosted  
Hypothesized

## **I**

Identified  
Ignited  
Illuminated  
Implemented  
Imported  
Improved  
Improvised  
Inaugurated  
Increased  
Incurred  
Indoctrinated  
Induced  
Influenced  
Informed  
Initiated  
Innovated  
Inquired  
Inspected  
Inspired  
Installed  
Instigated  
Instilled  
Instructed  
Insured  
Integrated  
Intensified  
Interfaced  
Interpreted  
Interviewed  
Introduced  
Invented  
Inventoried  
Invested

Investigated  
Invited  
Involved  
Isolated  
Issued

## J

Joined  
Judged  
Justified

## L

Landed  
Launched  
Lectured  
Led  
Leveraged  
Liaised  
Licensed  
Lightened  
Liquidated  
Litigated  
Lobbied  
Localized  
Located

## M

Maintained  
Managed  
Manipulated  
Manufactured  
Mapped  
Marketed  
Mastered  
Masterminded  
Maximized  
Measured  
Mediated  
Mentored  
Merchandised  
Merged  
Met  
Minimized  
Mitigated  
Modeled  
Moderated  
Modernized  
Modified  
Monitored  
Motivated  
Moved  
Multiplied

## N

Named  
Narrated  
Navigated  
Negotiated  
Nominated  
Noticed  
Nurtured

## O

Observed  
Obtained  
Offered  
Officiated  
Offset  
Opened  
Operated  
Optimized  
Orchestrated  
Ordered  
Organized  
Oriented  
Originated  
Outperformed  
Outranked  
Outsourced  
Overhauled  
Oversaw

## P

Paid  
Participated  
Partnered  
Partook  
Passed  
Patterned  
Penalized  
Penetrated  
Perceived  
Performed  
Permitted  
Persuaded  
Phased  
Piloted  
Pinpointed  
Pioneered  
Placed  
Planned  
Polished  
Polled  
Positioned  
Practised

Predicted  
Prepared  
Prescribed  
Presented  
Preserved  
Presided  
Prevented  
Priced  
Printed  
Prioritized  
Probed  
Processed  
Procured  
Produced  
Profiled  
Programmed  
Progressed  
Projected  
Promoted  
Prompted  
Proposed  
Proved  
Provided  
Publicized  
Published  
Purchased  
Pursued

## Q

Quantified  
Queried  
Questioned  
Quoted

## R

Raised  
Ranked  
Rated  
Reacted  
Read  
Realigned  
Realized  
Reasoned  
Recaptured  
Received  
Reciprocated  
Recognized  
Recommended  
Reconciled  
Reconfigured  
Recorded  
Recovered

Recruited  
Rectified  
Redesigned  
Reduced  
Re-engineered  
Re-evaluated  
Referred  
Refinanced  
Refined  
Re-focused  
Regained  
Regulated  
Rehabilitated  
Reinforced  
Reinstated  
Re-invented  
Rejected  
Rejuvenated  
Re-kindled  
Related  
Released  
Relocated  
Remodelled  
Remunerated  
Rendered  
Renegotiated  
Reorganized  
Repaired  
Replaced  
Reported  
Repositioned  
Represented  
Requested  
Researched  
Reshaped  
Resolved  
Responded  
Re-staffed  
Restored  
Restricted  
Restructured  
Resulted  
Retained  
Re-tooled  
Retrieved  
Revamped  
Revealed  
Reversed  
Reviewed  
Revised  
Revitalized  
Rewarded

Rolled out  
Routed  
  
**S**  
Safeguarded  
Salvaged  
Sanctioned  
Satisfied  
Saved  
Scheduled  
Screened  
Secured  
Segmented  
Selected  
Sent  
Separated  
Served  
Serviced  
Set  
Set up  
Settled  
Shaped  
Shortened  
Showed  
Shrank  
Signed  
Simplified  
Simulated  
Slashed  
Sold  
Solidified  
Solved  
Sorted  
Sourced  
Spearheaded  
Specialized  
Specified  
Speculated  
Spoke  
Sponsored  
Spread  
Stabilized  
Staffed  
Staged  
Stage-directed  
Standardized  
Started  
Steered  
Stimulated  
Streamlined  
Strengthened  
Stressed

Structured  
Studied  
Submitted  
Substantiated  
Substituted  
Suggested  
Summarized  
Superseded  
Supervised  
Supplied  
Supported  
Surpassed  
Surveyed  
Synchronized  
Synthesized  
Systematized  
Systemized  
  
**T**  
Tabulated  
Tailored  
Targeted  
Taught  
Teamed  
Terminated  
Tested  
Testified  
Theorized  
Thrived  
Tightened  
Took  
Traced  
Tracked  
Traded  
Trained  
Transacted  
Transcribed  
Transferred  
Transformed  
Transitioned  
Translated  
Transported  
Traveled  
Treated  
Trimmed  
Tripled  
Troubleshoot  
Turned (around)  
Tutored  
Typed

<b>U</b>	<b>V</b>	<b>W</b>
Uncovered	Validated	Weighed
Understood	Valued	Welcomed
Undertook	Verbalized	Widened
Unified	Verified	Witnessed
United	Viewed	Won
Updated	Vindicated	Worked
Upgraded	Visited	Wrote
Used	Vitalized	
Utilized		