

## 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     | 7. Orchestrated |
| 2. Controlled  | 8. Organized    |
| 3. Coordinated | 9. Oversaw      |
| 4. Executed    | 10. Planned     |
| 5. Headed      | 11. Produced    |
| 6. Operated    | 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 | 24. Formed       |
| 14. Built        | 25. Formulated   |
| 15. Charted      | 26. Implemented  |
| 16. Created      | 27. Incorporated |
| 17. Designed     | 28. Initiated    |
| 18. Developed    | 29. Instituted   |
| 19. Devised      | 30. Introduced   |
| 20. Founded      | 31. Launched     |
| 21. Engineered   | 32. Pioneered    |
| 22. Established  | 33. Spearheaded  |
| 23. Formalized   |                  |

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

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

### **You Changed or Improved Something**

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

- |                   |                  |
|-------------------|------------------|
| 62. Centralized   | 75. Remodeled    |
| 63. Clarified     | 76. Reorganized  |
| 64. Converted     | 77. Replaced     |
| 65. Customized    | 78. Restructured |
| 66. Influenced    | 79. Revamped     |
| 67. Integrated    | 80. Revitalized  |
| 68. Merged        | 81. Simplified   |
| 69. Modified      | 82. Standardized |
| 70. Overhauled    | 83. Streamlined  |
| 71. Redesigned    | 84. Strengthened |
| 72. Refined       | 85. Updated      |
| 73. Refocused     | 86. Upgraded     |
| 74. Rehabilitated | 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     | 98. Mobilized   |
| 89. Cultivated  | 99. Motivated   |
| 90. Directed    | 100. Recruited  |
| 91. Enabled     | 101. Regulated  |
| 92. Facilitated | 102. Shaped     |
| 93. Fostered    | 103. Supervised |
| 94. Guided      | 104. Taught     |
| 95. Hired       | 105. Trained    |
| 96. Inspired    | 106. Unified    |
| 97. Mentored    | 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    | 111. Negotiated |
| 110. Navigated | 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    | 119. Educated |
| 115. Advocated  | 120. Fielded  |
| 116. Arbitrated | 121. Informed |
| 117. Coached    | 122. Resolved |
| 118. Consulted  |               |

### **You Were a Research Machine**

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

- |                 |                   |
|-----------------|-------------------|
| 123. Analyzed   | 133. Identified   |
| 124. Assembled  | 134. Interpreted  |
| 125. Assessed   | 135. Investigated |
| 126. Audited    | 136. Mapped       |
| 127. Calculated | 137. Measured     |
| 128. Discovered | 138. Qualified    |
| 129. Evaluated  | 139. Quantified   |
| 130. Examined   | 140. Surveyed     |
| 131. Explored   | 141. Tested       |
| 132. Forecasted | 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     | 153. Defined     |
| 144. Briefed      | 154. Documented  |
| 145. Campaigned   | 155. Edited      |
| 146. Co-authored  | 156. Illustrated |
| 147. Composed     | 157. Lobbied     |
| 148. Conveyed     | 158. Persuaded   |
| 149. Convinced    | 159. Promoted    |
| 150. Corresponded | 160. Publicized  |
| 151. Counseled    | 161. Reviewed    |
| 152. Critiqued    |                  |

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

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

*Source: The Daily Muse*