



Alumni

185 Powerful Action Verbs That Will Make Your Resume Awesome

By The Muse Editor

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185 POWERFUL ACTION VERBS THAT WILL MAKE YOUR RESUME AWESOME

In Charge of a Project or Initiative

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

Developed, Created or Introduced 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

Saved the Company Time or Money

34. Conserved
35. Consolidated
36. Decreased
37. Deducted
38. Diagnosed
39. Lessened

40. Reconciled
41. Reduced
42. Yielded

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

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

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

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

Researched or Analyzed

- 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

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

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

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