

# 185 Powerful Verbs That Will Make Your Resume Awesome

*The Muse Editor*

Led...Handled...Managed...Responsible for...

Most resume 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 resume, 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 resume way more exciting.

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

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

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

## 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     | 93. Fostered | 98. Mobilized  | 103. Supervised |
| 89. Cultivated  | 94. Guided   | 99. Motivated  | 104. Taught     |
| 90. Directed    | 95. Hired    | 100. Recruited | 105. Trained    |
| 91. Enabled     | 96. Inspired | 101. Regulated | 106. Unified    |
| 92. Facilitated | 97. Mentored | 102. Shaped    | 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 | 110. Navigated  | 112. Partnered |
| 109. Forged   | 111. Negotiated | 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    | 117. Coached   | 120. Fielded  |
| 115. Advocated  | 118. Consulted | 121. Informed |
| 116. Arbitrated | 119. Educated  | 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   | 128. Discovered | 133. Identified   | 138. Qualified  |
| 124. Assembled  | 129. Evaluated  | 134. Interpreted  | 139. Quantified |
| 125. Assessed   | 130. Examined   | 135. Investigated | 140. Surveyed   |
| 126. Audited    | 131. Explored   | 136. Mapped       | 141. Tested     |
| 127. Calculated | 132. Forecasted | 137. Measured     | 142. Tracked    |

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

## 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	165. Dispatched	168. Inspected	171. Screened
163. Blocked	166. Enforced	169. Itemized	172. Scrutinized
164. Delegated	167. Ensured	170. Monitored	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	177. Demonstrated	180. Outperformed	183. Succeeded
175. Awarded	178. Earned	181. Reached	184. Surpassed
176. Completed	179. Exceeded	182. Showcased	185. Targeted