ACTION VERBS

Led a project

If you were in charge of a project or initiative from start to finish, skip "led" and instead try:

- Chaired
- Controlled
- Coordinated
- Executed
- Headed
- Operated
- Orchestrated
- Organized
- Oversaw
- Planned
- Produced
- Programmed

You Envisioned and Brought a Project to Life

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

- Administered
- Built
- Charted
- Created
- Designed
- Developed
- Devised
- Founded
- Engineered
- Established
- Formalized
- Formed
- Formulated
- Implemented
- Incorporated
- Initiated
- Instituted
- Introduced
- Launched
- Pioneered
- 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:

- Conserved
- Consolidated
- Decreased
- Deducted
- Diagnosed
- Lessened
- Reconciled
- Reduced
- 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:

- Accelerated
- Achieved
- Advanced
- Amplified
- Boosted
- Capitalized
- Delivered
- Enhanced
- Expanded
- Expedited
- Furthered
- Gained
- Generated
- Improved
- Lifted
- Maximized
- Outpaced
- Stimulated
- Sustained

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:

- Centralized
- Clarified
- Converted
- Customized
- Influenced
- Integrated
- Merged
- Modified
- Overhauled
- Redesigned
- Refined
- Refocused
- Rehabilitated
- Remodeled
- Reorganized
- Replaced
- Restructured
- Revamped
- Revitalized
- Simplified
- Standardized
- Streamlined
- Strengthened
- Updated
- Upgraded
- 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:

- Aligned
- Cultivated
- Directed
- Enabled
- Facilitated
- Fostered
- Guided
- Hired
- Inspired
- Mentored
- Mobilized
- Motivated
- Recruited
- Regulated
- Shaped
- Supervised
- Taught
- Trained
- Unified
- United

You Brought in Partners, Funding, or Resources

Were you "responsible for" a great new partner, sponsor, or source of funding? Try:

- Acquired
- Forged
- Navigated
- Negotiated
- Partnered
- Secured

You Supported Customers

Because manning the phones or answering questions really means you're advising customers and meeting their needs, use:

- Advised
- Advocated
- Arbitrated
- Coached
- Consulted
- Educated
- Fielded
- Informed
- Resolved

You Were a Research Machine

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

- Analyzed
- Assembled
- Assessed
- Audited
- Calculated
- Discovered
- Evaluated
- Examined
- Explored
- Forecasted
- Identified
- Interpreted
- Investigated
- Mapped
- Measured
- Qualified
- Quantified
- Surveyed
- Tested
- 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:

- Authored
- Briefed
- Campaigned
- Co-authored
- Composed
- Conveyed
- Convinced
- Corresponded
- Counseled
- Critiqued
- Defined
- Documented
- Edited
- Illustrated
- Lobbied
- Persuaded
- Promoted
- Publicized
- Reviewed

You Oversaw or Regulated

Whether you enforced protocol or managed your department's requests, describe what you really did, better, with these words:

- Authorized
- Blocked
- Delegated
- Dispatched
- Enforced
- Ensured
- Inspected
- Itemized
- Monitored
- Screened
- Scrutinized
- 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:

- Attained
- Awarded
- Completed
- Demonstrated
- Earned
- Exceeded
- Outperformed
- Reached
- Showcased
- Succeeded
- Surpassed
- Targeted