

# 185 POWERFUL VERBS THAT WILL MAKE YOUR RESUME AWESOME



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

Most resume bullet points start with the same words. Frankly, the same tired old words hiring managers have heard repeatedly—to the point where they have lost a lot of their meaning and do not 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     | 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 interwebs? 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     | 93. Fostered |
| 89. Cultivated  | 94. Guided   |
| 90. Directed    | 95. Hired    |
| 91. Enabled     | 96. Inspired |
| 92. Facilitated | 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**

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

108. Acquired  
109. Forged  
110. Navigated  
111. Negotiated  
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	151. Counseled
144. Briefed	152. Critiqued
145. Campaigned	153. Defined
146. Co-authored	154. Documented
147. Composed	155. Edited
148. Conveyed	156. Illustrated
149. Convinced	157. Lobbied
150. Corresponded	158. Persuaded

159. Promoted  
160. Publicized

161. Reviewed

## **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  
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**

Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

174. Attained  
175. Awarded  
176. Completed  
177. Demonstrated  
178. Earned

179. Exceeded  
180. Outperformed  
181. Reached  
182. Showcased  
183. Succeeded

## **SOURCE**

The Muse (7/1/2022), 185 Powerful Verbs That Will Make Your Resume Awesome .