

Action Words for Resumes

To Lead
• Chaired
• Controlled
• Coordinated
• Directed
• Executed
• Headed
• Operated
• Orchestrated
• Organized
• Oversaw
• Planned
• Produced
• Programmed
• Drove

To Save
• Conserved
• Consolidated
• Decreased
• Deducted
• Diagnosed
• Lessened
• Reconciled
• Reduced
• Yielded

To Control
• Authorized
• Blocked
• Delegated
• Dispatched
• Enforced
• Ensured
• Inspected
• Itemized
• Monitored
• Screened
• Scrutinized
• Verified

To Initiate
• Administered
• Built
• Charted
• Created
• Designed
• Developed
• Devised
• Founded
• Engineered
• Established
• Formalized
• Formed
• Formulated
• Implemented
• Incorporated
• Initiated
• Instituted
• Introduced
• Launched
• Pioneered
• Spearheaded

Bring Together
• Acquired
• Forged
• Navigated
• Negotiated
• Partnered
• Secured

Support & Mentor
• Advised
• Advocated
• Arbitrated
• Coached
• Consulted
• Educated
• Fielded
• Informed
• Resolved

To Change
• 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

To Achieve
• Attained
• Awarded
• Completed
• Demonstrated
• Earned
• Exceeded
• Outperformed
• Reached
• Showcased
• Succeeded
• Surpassed
• Targeted

Action Words for Resumes

Manage Teams

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

Researching

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

To Increase

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

Communicating

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