

## Action verbs to use when you:

Led a project:	Developed, Created, or introduce a project:	Increased productivity, efficiency, profit, sales, etc.:	Changed or improved something:	Managed a team:	Brought in partners, funding, resources, or clients:	Supported customers:	Did research or analysis:	Communicated (writing, lobbying, etc.):	Oversaw or regulated (enforced protocol):	Achieved something:
Administered	Built	Accelerated	Centralized	Aligned	Acquired	Advised	Analyzed	Authored	Adjudicated	Attained
Arranged	Charted	Achieved	Clarified	Cultivated	Closed	Advocated	Assembled	Briefed	Authorized	Completed
Chaired	Created	Advanced	Converted	Directed	Forged	Coached	Assessed	Campaigned	Blocked	Demonstrated
Coordinated	Designed	Amplified	Customized	Enabled	Navigated	Consulted	Audited	Coauthored	Dispatched	Finished
Directed	Developed	Boosted	Digitized	Facilitated	Negotiated	Educated	Calculated	Composed	Enforced	Earned
Executed	Devised	Capitalized	Integrated	Fostered	Partnered	Fielded	Compiled	Conveyed	Ensured	Exceeded
Delegated	Founded	Conserved	Merged	Guided	Pitched	Informed	Discovered	Convinced	Inspected	Outperformed
Headed	Engineered	Consolidated	Modernized	Hired	Secured	Recommended	Evaluated	Corresponded	Itemized	Overcame
Managed	Established	Decreased	Modified	Mentored	Signed	Resolved	Examined	Counseled	Monitored	Reached
Operated	Formalized	Deducted	Overhauled	Mobilized	Sourced		Explored	Critiqued	Screened	Showcased
Orchestrated	Formed	Delivered	Redesigned	Motivated	Upsold		Forecasted	Defined	Scrutinized	Succeeded
Organized	Formulated	Enhanced	Refined	Recruited			Identified	Documented	Verified	Surpassed
Oversaw	Implemented	Expanded	Refocused	Shaped			Interpreted	Drafted		Targeted
Planned	Incorporated	Expedited	Rehabilitated	Supervised			Interviewed	Edited		Won
Produced	Initiated	Furthered	Remodeled	Taught			Investigated	Illustrated		
Programmed	Instituted	Gained	Reorganized	Trained			Mapped	Lobbied		
Spearheaded	Introduced	Generated	Replaced	Unified			Measured	Outlined		
	Launched	Improved	Restructured	United			Modeled	Persuaded		
	Pioneered	Increased	Revamped				Projected	Presented		
	Proposed	Lifted	Revitalized				Qualified	Promoted		
		Maximized	Simplified				Quantified	Publicized		
		Outpaced	Standardized				Reported	Reviewed		
		Reconciled	Streamlined				Surveyed	Wrote		
		Reduced	Strengthened				Tested			
		Saved	Transformed				Tracked			
		Stimulated	Updated				Visualized			
		Sustained	Upgraded							
		Yielded								

Source: <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>