

RESUME ACTION VERBS

Stuck for words to use on your resume? Here are hundreds of resume verbs to help you overcome your writers' block!

Pages 1 - 3 categorize the verbs into different achievements; page 4 onwards lists action verbs alphabetically.

You Led a Project

1. Chaired
2. Controlled
3. Coordinated
4. Executed
5. Headed
6. Operated
7. Orchestrated
8. Organized
9. Oversaw
10. Planned
11. Produced
12. Programmed

You Envisioned and Brought to Life a Project

13. Administered
14. Built
15. Charted
16. Created
17. Designed
18. Developed
19. Devised
20. Founded
21. Engineered
22. Established
23. Formalized
24. Formed
25. Formulated
26. Implemented
27. Incorporated
28. Initiated
29. Instituted
30. Introduced
31. Launched
32. Pioneered
33. Spearheaded

You Saved the Company Time or Money

34. Conserved
35. Consolidated
36. Decreased
37. Deducted
38. Diagnosed
39. Lessened
40. Reconciled
41. Reduced
42. Yielded

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

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

You Changed or Improved Something

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

You Managed a Team

- 88. Aligned
- 89. Cultivated
- 90. Directed
- 91. Enabled
- 92. Facilitated
- 93. Fostered
- 94. Guided
- 95. Hired
- 96. Inspired
- 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

- 108. Acquired
- 109. Forged
- 110. Navigated
- 111. Negotiated
- 112. Partnered
- 113. Secured

You Supported Customers

- 114. Advised
- 115. Advocated
- 116. Arbitrated
- 117. Coached
- 118. Consulted
- 119. Educated
- 120. Fielded
- 121. Informed
- 122. Resolved

You Were a Research Machine

- 123. Analyzed
- 124. Assembled
- 125. Assessed
- 126. Audited
- 127. Calculated
- 128. Discovered
- 129. Evaluated
- 130. Examined
- 131. Explored
- 132. Forecasted
- 133. Identified
- 134. Interpreted
- 135. Investigated
- 136. Mapped
- 137. Measured
- 138. Qualified
- 139. Quantified
- 140. Surveyed
- 141. Tested
- 142. Tracked

You Wrote or Communicated

- 143. Authored
- 144. Briefed
- 145. Campaigned
- 146. Co-authored
- 147. Composed
- 148. Conveyed
- 149. Convinced

- 150. Corresponded
- 151. Counseled
- 152. Critiqued
- 153. Defined
- 154. Documented
- 155. Edited
- 156. Illustrated
- 157. Lobbied
- 158. Persuaded
- 159. Promoted
- 160. Publicized
- 161. Reviewed

You Oversaw or Regulated

- 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

- 174. Attained
- 175. Awarded
- 176. Completed
- 177. Demonstrated
- 178. Earned
- 179. Exceeded
- 180. Outperformed
- 181. Reached
- 182. Showcased
- 183. Succeeded
- 184. Surpassed
- 185. Targeted

A

Accelerated
Acclimated
Accompanied
Accomplished
Achieved
Acquired
Acted
Activated
Actuated
Adapted
Added
Addressed
Adhered
Adjusted
Administered
Admitted
Adopted
Advanced
Advertised
Advised
Advocated
Affected
Aided
Aired
Allocated
Altered
Amended
Amplified
Analyzed
Answered
Anticipated
Appeared on
Applied
Appointed
Appraised
Approached
Approved
Arbitrated
Architected
Arranged
Ascertained
Asked
Assembled
Assessed
Assigned
Assisted
Assumed
Attained
Attracted

Audited
Augmented
Authored
Authorized
Automated
Availed
Awarded

B

Balanced
Bargained
Benchmarked
Boosted
Borrowed
Bought
Briefed
Broadened
Brought
Budgeted
Built

C

Calculated
Called
Canvassed
Capitalized
Captured
Carried
Cast
Catalogued
Centralized
Chaired
Challenged
Championed
Changed
Channelled
Charted
Checked
Chose
Circulated
Clarified
Classified
Cleared
Closed
Coached
Co-founded
Co-led
Collaborated
Collected
Combined

Commended
Commissioned
Committed
Communicated
Compared
Compelled
Compiled
Completed
Complied (with)
Composed
Computed
Conceived
Conceptualized
Concluded
Condensed
Conducted
Conferred
Configured
Consolidated
Constructed
Consulted
Contracted
Contrasted
Contributed
Contrived
Controlled
Converted
Convinced
Coordinated
Corrected
Corresponded
Counselled
Counted
Crafted
Created
Critiqued
Cultivated
Cut

D

Debugged
Decentralized
Decided
Decreased
Deferred
Defined
Delegated
Delivered
Demonstrated
Demystified
Deployed

Depreciated
Described
Designated
Designed
Detected
Determined
Developed
Diagnosed
Diagrammed
Directed
Disciplined
Disclosed
Discounted
Discovered
Dispatched
Dispensed
Displayed
Dissembled
Distinguished
Distributed
Diversified
Diverted
Divested
Documented
Doubled
Downsized
Drafted
Drew up
Drove

E

Earned
Eased
Edited
Educated
Effectuated
Elected
Eliminated
Emphasized
Employed
Enabled
Encouraged
Endorsed
Energized
Enforced
Engaged
Engineered
Enhanced
Enlarged
Enlisted
Enriched
Ensured

Entertained
Established
Estimated
Evaluated
Examined
Exceeded
Excelled
Exchanged
Executed
Exempted
Exercised
Exhibited
Expanded
Expedited
Experimented
Explained
Exported
Exposed
Extended
Extracted
Extrapolated

F

Fabricated
Facilitated
Familiarized
Fashioned
Fielded
Figured
Finalized
Financed
Fit
Focused
Forecasted
Forged
Formalized
Formed
Formulated
Fortified
Fostered
Found
Founded
Framed
Fulfilled
Functioned
Furnished

G

Gained
Gathered
Gauged
Gave

Generated
Governed
Graded
Graduated
Granted
Greeted
Grouped
Guided

H

Handled
Hastened
Headed
Hired
Honed
Hosted
Hypothesized

I

Identified
Ignited
Illuminated
Implemented
Imported
Improved
Improvised
Inaugurated
Increased
Incurred
Indoctrinated
Induced
Influenced
Informed
Initiated
Innovated
Inquired
Inspected
Inspired
Installed
Instigated
Instilled
Instructed
Insured
Integrated
Intensified
Interfaced
Interpreted
Interviewed
Introduced
Invented
Inventoried
Invested

Investigated
Invited
Involved
Isolated
Issued

J

Joined
Judged
Justified

L

Landed
Launched
Lectured
Led
Leveraged
Liaised
Licensed
Lightened
Liquidated
Litigated
Lobbied
Localized
Located

M

Maintained
Managed
Manipulated
Manufactured
Mapped
Marketed
Mastered
Masterminded
Maximized
Measured
Mediated
Mentored
Merchandised
Merged
Met
Minimized
Mitigated
Modeled
Moderated
Modernized
Modified
Monitored
Motivated
Moved
Multiplied

N

Named
Narrated
Navigated
Negotiated
Nominated
Noticed
Nurtured

O

Observed
Obtained
Offered
Officiated
Offset
Opened
Operated
Optimized
Orchestrated
Ordered
Organized
Oriented
Originated
Outperformed
Outranked
Outsourced
Overhauled
Oversaw

P

Paid
Participated
Partnered
Partook
Passed
Patterned
Penalized
Penetrated
Perceived
Performed
Permitted
Persuaded
Phased
Piloted
Pinpointed
Pioneered
Placed
Planned
Polished
Polled
Positioned
Practised

Predicted
Prepared
Prescribed
Presented
Preserved
Presided
Prevented
Priced
Printed
Prioritized
Probed
Processed
Procured
Produced
Profiled
Programmed
Progressed
Projected
Promoted
Prompted
Proposed
Proved
Provided
Publicized
Published
Purchased
Pursued

Q

Quantified
Queried
Questioned
Quoted

R

Raised
Ranked
Rated
Reacted
Read
Realigned
Realized
Reasoned
Recaptured
Received
Reciprocated
Recognized
Recommended
Reconciled
Reconfigured
Recorded
Recovered

Recruited
Rectified
Redesigned
Reduced
Re-engineered
Re-evaluated
Referred
Refinanced
Refined
Re-focused
Regained
Regulated
Rehabilitated
Reinforced
Reinstated
Re-invented
Rejected
Rejuvenated
Re-kindled
Related
Released
Relocated
Remodelled
Remunerated
Rendered
Renegotiated
Reorganized
Repaired
Replaced
Reported
Repositioned
Represented
Requested
Researched
Reshaped
Resolved
Responded
Re-staffed
Restored
Restricted
Restructured
Resulted
Retained
Re-tooled
Retrieved
Revamped
Revealed
Reversed
Reviewed
Revised
Revitalized
Rewarded

Rolled out
Routed

S
Safeguarded
Salvaged
Sanctioned
Satisfied
Saved
Scheduled
Screened
Secured
Segmented
Selected
Sent
Separated
Served
Serviced
Set
Set up
Settled
Shaped
Shortened
Showed
Shrank
Signed
Simplified
Simulated
Slashed
Sold
Solidified
Solved
Sorted
Sourced
Spearheaded
Specialized
Specified
Speculated
Spoke
Sponsored
Spread
Stabilized
Staffed
Staged
Stage-directed
Standardized
Started
Steered
Stimulated
Streamlined
Strengthened
Stressed

Structured
Studied
Submitted
Substantiated
Substituted
Suggested
Summarized
Superseded
Supervised
Supplied
Supported
Surpassed
Surveyed
Synchronized
Synthesized
Systematized
Systemized

T
Tabulated
Tailored
Targeted
Taught
Teamed
Terminated
Tested
Testified
Theorized
Thrived
Tightened
Took
Traced
Tracked
Traded
Trained
Transacted
Transcribed
Transferred
Transformed
Transitioned
Translated
Transported
Traveled
Treated
Trimmed
Tripled
Troubleshoot
Turned (around)
Tutored
Typed

U	V	W
Uncovered	Validated	Weighed
Understood	Valued	Welcomed
Undertook	Verbalized	Widened
Unified	Verified	Witnessed
United	Viewed	Won
Updated	Vindicated	Worked
Upgraded	Visited	Wrote
Used	Vitalized	
Utilized		