

ACTION VERBS IN A RESUME



Action Verbs When You Save the Company Time and Money



Diagnosed
Reconciled
Yielded
Deducted
Decreased
Lessened
Conserved
Reduced
Consolidated

ACTION VERBS IN A RESUME



Action Verbs When You Can Or Improve Something



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

ACTION VERBS IN A RESUME



When You Increase The Company Revenue And Sales



Delivered
Achieved
Lifted
Expanded
Furthered
Accelerated
Improved
Capitalized
Sustained
Boosted
Stimulated
Generated

Gained
Enhanced
Advanced
Maximized
Expedited
Amplified
Outpaced

ACTION VERBS IN A RESUME



Action Verbs when you supported customers



Informed
Advocated
Coached
Fielded
Educated
Consulted
Advised
Resolved
Arbitrated

ACTION VERBS IN A RESUME



When You Brought In Funds Or Partners



Navigated
Partnered
Forged
Acquired
Negotiated
Secured

ACTION VERBS IN A RESUME



When You Led a Project



Oversaw
Executed
Produced
Coordinated
Organized
Orchestrated
Controlled
Chaired
Planned
Headed
Programmed

ACTION VERBS IN A RESUME



When You Brought A Project To Life



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

ACTION VERBS IN A RESUME



Action Verbs When You Managed A Team



Recruited
Hired
Cultivated
Shaped
Enabled
Taught
Guided
United
Motivated
Mobilized
Fostered

Unified
Facilitated
Trained
Aligned
Regulated
Inspired
Directed
Supervised
Mentored

ACTION VERBS IN A RESUME



Action Verbs When You Research



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

ACTION VERBS IN A RESUME



Action Verbs When You Communicate



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

ACTION VERBS IN A RESUME



Action Verbs When You Regulate



Completed
Surpassed
Earned
Succeeded
Awarded
Attained
Showcased
Reached
Demonstrated
Targeted
Exceeded