

JUMP TO THE ACTION

To craft a powerful resume, begin each description with a strong action verb using active voice, which makes you the actor of your statements instead of a passive bystander. Moreover, using active voice prevents excessive wordiness, helping to keep statements brief, clear, and simple. Avoid empty words like “responsibilities included.”

Led a Project

Chaired	Executed	Orchestrated	Planned
Controlled	Headed	Organized	Produced
Coordinated	Operated	Oversaw	Programmed

Researched

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

Changed or Improved Something

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

Envisioned and Brought a Project to Life

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

Increased Efficiency, Sales, Revenue, or Customer Satisfaction

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

Brought in Partners, Funding, or Resources

Acquired	Navigated	Partnered
Forged	Negotiated	Secured



MORE ACTION WORDS

Managed a Team

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

Informed

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

Wrote or Communicated

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

Saved the Company Time or Money

Conserved	Decreased	Diagnosed	Reconciled	Yielded
Consolidated	Deducted	Lessened	Reduced	

Supported Customers

Advised	Arbitrated	Consulted	Fielded	Resolved
Advocated	Coached	Educated	Informed	

Achieved Something

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

Oversaw or Regulated

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

