

# ACTIONS VERBS FOR YOUR RESUME

## Action verbs to showcase accomplishments:

1. Achieved
2. Amplified
3. Attained
4. Capitalized
5. Chaired
6. Consolidated
7. Deciphered
8. Decreased
9. Discerned
10. Drove
11. Enacted
12. Endeavored
13. Established
14. Exceeded
15. Founded
16. Pioneered
17. Outperformed
18. Overhauled
19. Sharpened
20. Shattered
21. Sparked
22. Spearheaded
23. Steered
24. Stimulated
25. Streamlined
26. Strengthened
27. Supervised
28. Surpassed

## Action verbs to explain responsibilities:

1. Accelerated
2. Accomplished
3. Analyzed
4. Assembled
5. Built
6. Charted
7. Created
8. Constructed
9. Coordinated
10. Delivered
11. Developed
12. Executed
13. Expanded
14. Facilitated
15. Finalized
16. Forged
17. Guided
18. Handled
19. Headed
20. Improved
21. Increased
22. Initiated
23. Implemented
24. Instituted
25. Operated
26. Organized
27. Produced
28. Reached
29. Simplified
30. Volunteered

## Action verbs to express communication skills:

1. Briefed
2. Campaigned
3. Collaborated
4. Composed
5. Conveyed
6. Convinced
7. Documented
8. Enlivened
9. Instructed
10. Performed
11. Presented
12. Promoted
13. Spoke
14. Trained

## Action verbs for sales experience:

1. Acquired
2. Boosted
3. Captured
4. Conserved
5. Converted
6. Earned
7. Gained
8. Generated
9. Maximized
10. Negotiated
11. Outpaced
12. Won
13. Yielded

## Action verbs for creative experience:

- |                   |                 |                  |                 |
|-------------------|-----------------|------------------|-----------------|
| 1. Authored       | 9. Diagramed    | 17. Modeled      | 25. Transformed |
| 2. Brainstormed   | 10. Drafted     | 18. Proofread    | 26. Visualized  |
| 3. Communicated   | 11. Edited      | 19. Published    | 27. Wrote       |
| 4. Conceptualized | 12. Illustrated | 20. Redesigned   |                 |
| 5. Curated        | 13. Imagined    | 21. Researched   |                 |
| 6. Customized     | 14. Influenced  | 22. Strategized  |                 |
| 7. Derived        | 15. Inspired    | 23. Storyboarded |                 |
| 8. Designed       | 16. Intensified | 24. Translated   |                 |

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## Action verbs for sales experience:

1. Advised
2. Aligned
3. Arranged
4. Augmented
5. Centralized
6. Championed
7. Cultivated
8. Differentiated
9. Directed
10. Empowered
11. Enabled
12. Endorsed
13. Enforced
14. Ensured
15. Forecasted
16. Formalized
17. Formed
18. Fostered
19. Furthered
20. Hired
21. Identified
22. Implemented
23. Integrated
24. Leveraged
25. Mentored
26. Merged
27. Motivated
28. Orchestrated
29. Optimized
30. Predicted
31. Reconciled
32. Reduced
33. Refocused
34. Renovated
35. Reorganized

## Action verbs leadership and management:

1. Acquired
2. Boosted
3. Captured
4. Conserved
5. Converted
6. Earned
7. Gained
8. Generated
9. Maximized
10. Negotiated
11. Outpaced
12. Won
13. Yielded

## Action verbs for experience with finance:

1. Audited
2. Calculated
3. Classified
4. Collected
5. Equalized
6. Evaluated
7. Dispensed
8. Halted
9. Investigated
10. Lowered
11. Maintained
12. Minimized
13. Recognized
14. Secured

## Action verbs for technical experience:

1. Advanced
2. Architected
3. Automated
4. Coded
5. Deployed
6. Detected
7. Devised
8. Diagnosed
9. Discovered
10. Engineered
11. Enhanced
12. Expedited
13. Formulated
14. Installed
15. Launched
16. Modified
17. Networked
18. Planned
19. Programmed
20. Remodeled
21. Rewrote
22. Refined
23. Tested
24. Troubleshoot
25. Updated
26. Upgraded