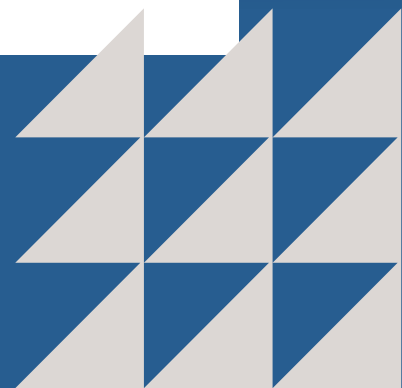


430 Action Verbs That Will Move Your Resume to the Top of the Pile

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How many times have you written “Responsible for” or “Helped” or “Led” on your resume? With the job market as competitive as it is, your resume has to score well in an ATS system, grab a reader’s attention quickly, sell your value proposition, and distinguish you from other applicants.

Studies have shown that the average recruiter scans a resume for about 7 seconds before deciding whether to invest the time reading the entire resume.

The best way to grab a reader’s attention is to use dynamic action verbs when describing your achievements, successes, and accomplishments. But how do you find effective and dynamic action verbs? You can only get so many synonyms from a thesaurus. This comprehensive article contains 430 action verbs, broken down by achievement or activity.

When selecting action verbs for your resume, keep in mind what your “value proposition” is. Your “value proposition” is what makes you a unique candidate and explains how you will add value to the company you are applying to. The action verbs that you select need to support and sell your “value proposition”.

Be sure to pair your action verbs with quantifiable or qualitative achievement whenever possible. If you work in sales or finance, you have access to obvious metrics like sales volume, market share and profitability, but don’t forget about people-oriented numbers like customers served, people managed, and performance rank (#1 sales person).

Quantitative and qualitative achievements can be detailed in many ways.

Some ideas include:

Dollars Percentages Volume Ranking Cost-containment Sales
Customers Time to completion Profitability Hires Followers Process
Improvements Market Share Conversion Rates

Action Verbs to Highlight ...

1. Leadership Skills and Accomplishments
2. How You Saved Time or Money or Increased Efficiency, Sales, Revenue, or Customer Satisfaction
3. How You Reduced Something Negative
4. How You Changed or Improved Something
5. That You Are A Team Player
6. That You Have Managed A Team/Project
7. Communication Skills
8. When You Have Successfully Organized Something
9. That You Supported Customers
10. Researching Skills
11. That You Have Achieved Something
12. That You Have Created Something
13. That You Did Something Financial
14. That You Did Something Technical

Action Verbs To Highlight Your Leadership Skills and Accomplishments

If you are a job seeker who wants to gain a leadership position, you want to describe both your skills and experiences using strong leadership action verbs. Prospective employers want to know what kind of leader you are. The right words can demonstrate that you're motivational, dedicated, innovative or focused. Be sure to avoid the word "led" as it is very ineffective.

Ineffective example of leadership: Led a team of software engineers and completed numerous projects.

Good example of leadership: Managed a team of 8 software engineers and spearheaded numerous projects.

Great example of leadership: Managed a team of 8 software engineers and spearheaded numerous projects, including the creation of a highly desirable prediction model that resulted in 30%+ growth in customer volume and \$245K increase in sales.

Remember, show don't tell!

- Advised
- Augmented
- Championed
- Cultivated
- Empowered
- Ensured
- Guided
- Involved
- Motivated
- Spearheaded
- United
- Aligned
- Authorized
- Collaborated
- Delegated
- Enabled
- Executed
- Headed
- Join
- Operated
- Supported
- Arranged
- Centralized
- Contributed
- Differentiated
- Endorsed
- Facilitated
- Hosted
- Mentored
- Orchestrated
- Trained
- Assisted
- Chaired
- Cooperated
- Directed
- Enforced
- Fostered
- Inspired
- Mobilized
- Oversaw
- Unified

Action Verbs To Highlight How You Saved Time or Money or Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Every company is focused on it's bottom line and relies on their employees to help them achieve their financial goals. Including quantifiable achievements in your resume will show a prospective employer how you can help them save money, increase sales, or gain followers.

Saved Time or Money:

- Conserved
- Consolidated
- Decreased
- Deducted
- Diagnosed
- Lessened
- Reconciled
- Reduced
- Yielded



Increased Efficiency, Sales, Revenue, Customer Satisfaction:

- Accelerated
- Accrued
- Achieved
- Advanced
- Amplified
- Attained
- Bolstered
- Boosted
- Capitalized
- Consolidated
- Delivered
- Enhanced
- Enlarged
- Expanded
- Expedited
- Furthered
- Gained
- Generated
- Improved
- Increased
- Inflated
- Leveraged
- Lifted
- Magnified
- Maximized
- Multiplies
- Optimized
- Outpaced
- Outperformed
- Propelled
- Raised
- Stimulated
- Sustained



Action Verbs To Highlight How You Reduced Something Negative

Some clients tell me “I have no quantifiable or qualitative achievements to include on my resume.” It doesn’t matter if you are a CEO, an administrative professional, an automotive technician, or a nurse, everyone can find some quantifiable or qualitative achievements to include on their resume. Look at your performance ratings, customer comments, or special projects or assignments that you volunteered for. Look at the job description for the job you want to apply to, see what skills or accomplishments they are looking for, and then see what you have done or achieved that matches.

Administrative Professional - Decreased office supplies cost by \$58000 by switching from an expensive supplier to a cheaper one who offered the same quality.

Automotive Technician - Trained 5 techs and finished jobs 15% faster than company average.

Nurse - Developed and implemented a new patient care plan, increasing patient confidence by 35%.

Reduced Something Negative

- Consolidated
- Cut
- Diminished
- Drove Down
- Lessened
- Minimized
- Saved
- Shrank
- Trimmed
- Curtailed
- Decreased
- Dropped
- Eliminated
- Lowered
- Reduced
- Shaved
- Slashed



Action Verbs To Highlight How You Changed or Improved Something

- Accomplished
- Centralized
- Clarified
- Converted
- Customized
- Debuted
- Earned
- Established
- Exceeded
- Executed
- Influenced
- Integrated
- Merged
- Modified
- Optimized
- Outperformed
- Overcame
- Overhauled
- Produced
- Raised
- Rallied
- Reached
- Realized
- Redesigned
- Refined
- Refocused
- Rehabilitated
- Remodeled
- Reorganized
- Replaced
- Restructured
- Revamped
- Revitalized
- Simplified
- Standardized
- Stimulated
- Streamlined
- Strengthened
- Succeeded
- Surpassed
- Topped
- Updated
- Upgraded
- Transformed
- Won



Retail Sales - Stimulated 30% sales growth through implementation of a team sales volume competition.

Customer Service - Increased customer response rate 42% by creating an online searchable portable containing all customer-related policies, procedures, and resolution steps for common issues.

Market Research Analyst - Automated data calculations using advanced MS Excel formulas, reducing daily completion time by 73%.

Action Verbs To Highlight That You Are A Team Player

What makes a team player? A team player can mean many things to different people, but using the correct action verbs can elevate your activity to an accomplishment.

A team player is very self-aware and holds themselves accountable, they embrace collaboration, they are flexible and reliable, and they are excellent communicators.

There are many accomplishments that are solo, but sharing the group accomplishments is just as important.

- Acknowledged
- Assimilated
- Blended
- Coalesced
- Collaborated
- Contributed
- Diversified
- Embraced
- Encouraged
- Energized
- Fostered
- Gathered
- Harmonized
- Ignited
- Joined
- Melded
- Merged
- Participated
- Partnered
- United
- Volunteered



Action Verbs To Highlight That You Have Managed A Team/Project

It can be very hard to mentally replace the word “managed” when you are drafting a resume. The best thing to do is think about what you managed and how you managed it. Did you manage something new? How about using “orchestrated” or “spearheaded” instead? Did you manage people? How about using “shaped” or “steered” instead? Be creative!

- Administered
- Aided
- Aligned
- Appointed
- Authorized
- Blocked
- Championed
- Coached
- Commanded
- Conducted
- Coordinated
- Cultivated
- Delegated
- Designated

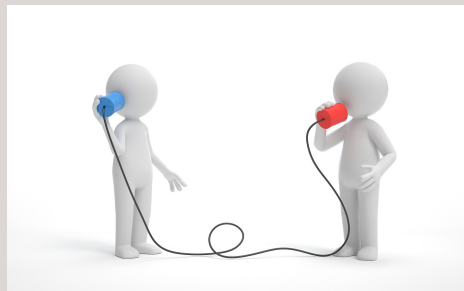


- Directed
- Dispatched
- Educated
- Enabled
- Enforced
- Enlightened
- Enlisted
- Ensured
- Facilitated
- Fostered
- Governed
- Guided
- Handled
- Headed
- Helmed
- Hired
- Influenced
- Inspected
- Inspired
- Itemized
- Managed
- Masterminded
- Mentored
- Mobilized
- Monitored
- Motivated
- Nurtured
- Orchestrated
- Oversaw
- Piloted
- Ran
- Recruited
- Regulated
- Screened
- Scrutinized
- Shaped
- Steered
- Superintended
- Supervised
- Taught
- Trained
- Unified
- United

Action Verbs To Highlight Your Communication Skills

Every part of business involves communications, written and verbal. If you can't communicate effectively, it doesn't matter how smart you are or how good you can do your job. An excellent communicator is confident and articulate, an empathetic listener and a persuasive speaker, and have excellent presentation and negotiation skills.

- Addressed
- Campaigned
- Conversed
- Co-authored
- Corresponded
- Discussed
- Explained
- Advised
- Collaborated
- Conveyed
- Composed
- Counseled
- Documented
- Illustrated
- Authored
- Composed
- Convinced
- Conveyed
- Critiqued
- Edited
- Instructed
- Briefed
- Consulted
- Corresponded
- Convinced
- Defined
- Enlivened
- Introduced
- Liaised
- Listened
- Lobbied
- Negotiated
- Networked
- Performed
- Persuaded
- Presented
- Promoted
- Publicized
- Relayed
- Reviewed
- Specified
- Trained
- Verbalized
- Wrote



Action Verbs To Highlight When You Have Successfully Organized Something

Remember to show rather than tell when writing your resume. This is another category that can be used by non-financial, non-managerial candidates to share qualitative or quantitative skills on a resume. Organizational skills are often transferable, so if you are looking to change careers or industries, consider including those skills, with accomplishments, on your resume. If you are looking to change careers or industries, make sure you do not include industry-specific terminology.

- Accumulated
- Allocated
- Arranged
- Charted
- Classified
- Collected
- Complied
- Diverted
- Documented
- Integrated
- Labeled
- Listed
- Merged
- Officiated
- Organized
- Ranked
- Rated
- Reconciled
- Reorganized
- Repositioned
- Researched
- Sorted
- Standardized



Action Verbs To Highlight That You Supported Customers

What is a customer? Every job, every position has a customer. It could be internal or external or both. If you are in finance, your internal customer could be the auditing department and your external customer could be the IRS or SEC. To effectively support a customer, you need to have great communication skills, must be empathetic and have patience, and must have the necessary technical knowledge.

- Advised
- Advocated
- Arbitrated
- Coached
- Consulted
- Educated
- Fielded
- Informed
- Resolved

Action Verbs To Highlight Your Researching Skills

A boss never wants to hear, "We have a problem", but if you can also present a solution at the same time, you are the hero. Research skills include attention to detail, critical analysis, problem solving, initiative, critical thinking, data collection, and report writing and presentation.

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



Action Verbs To Highlight That You Achieved Something

When deciding what to include as an achievement on your resume, be sure to fully review the requirements of your target role and decide which of your accomplishments are relevant. Some things to consider are:

1. Can I quantify the skill or accomplishment?
2. Is the skill relevant or transferable to the job I'm targeting?
3. Is this something that I would be excited speaking to during an interview?

Whenever possible, flip the STAR formula (Situation, Task, Action, Result) and start your bullets on your resume with the dollar or percent at the beginning of the sentence (Results, Situation, Task, Action), followed by the "how" and "why".

- Achieved
- Capitalized
- Deciphered
- Drove
- Established
- Overhauled
- Shattered
- Steered
- Succeeded
- Amplified
- Chaired
- Decreased
- Earned
- Exceeded
- Pioneered
- Showcased
- Stimulated
- Supervised
- Attained
- Completed
- Demonstrated
- Enacted
- Founded
- Reached
- Sparked
- Streamlined
- Surpassed
- Awarded
- Consolidated
- Discerned
- Endeavored
- Outperformed
- Sharpened
- Spearheaded
- Strengthened
- Targeted



Action Verbs To Highlight That You Created Something

Are you creative? What exactly does it mean to be creative? Creativity is the ability to think about a task or a problem in a new or different way, or the ability to use your imagination to generate new ideas. Creativity enables you to solve complex problems or find interesting ways to approach tasks. If you are creative, you look at things from a unique perspective.

- Authored
- Conceptualized
- Designed
- Illustrated
- Inspired
- Proofread
- Revolutionized
- Translated
- Wrote
- Brainstormed
- Curated
- Diagramed
- Imagined
- Intensified
- Published
- Spearheaded
- Transformed
- Communicated
- Customized
- Drafted
- Improvised
- Invented
- Redesigned
- Strategized
- Unveiled
- Conceived
- Derived
- Edited
- Influenced
- Modeled
- Researched
- Storyboarded
- Visualized

Action Verbs To Highlight That You Did Something Financial

Almost every job has some financial aspect to it. Whether you are in sales, marketing, finance, manufacturing, or legal you will need to have financial acumen at some point. Maybe you are responsible for budgeting or drafting proposals. Whatever the job you are applying to, being able to show that you have financial related accomplishments can help you stand out from other candidates.

- Audited
- Compiled
- Halted
- Minimized
- Secured
- Calculated
- Equalized
- Investigated
- Recognized
- Classified
- Evaluated
- Lowered
- Reconciled
- Collected
- Dispensed
- Maintained
- Restructured

Action Verbs To Highlight That You Did Something Technical

Technical skills are sets of abilities or knowledge used to perform practical tasks in the areas of science, the arts, technology, engineering, and math. Technical skills are hard skills and are required in almost all industries.

Technical skills vary widely between industry and job type. For computer programmers, knowledge of various coding languages is considered a technical skill. Customer service representatives may need technical skills relating to customer management and telephone systems. Teachers might need technical skills related to instructional technologies and software applications ranging from student behavior monitoring to grading.

- Advanced
- Coded
- Devised
- Engineered
- Enhanced
- Expedited
- Formulated
- Installed
- Launched
- Modified
- Networked
- Planned
- Programmed
- Remodeled
- Rewrote
- Refined
- Tested
- Troubleshoot
- Updated
- Upgraded
- Architected
- Deployed
- Diagnosed
- Automated
- Detected
- Discovered



Presented by the Career Experts Group

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