



*185 Powerful
Verbs That
Will Make
Your Resume
Awesome*

By The Daily Muse Editor

Crushed a project? Led a team? Landed a big win? We've got the perfect action verb to show it off. Browse the list below and watch your resume go from meh to memorable!



YOU LED A PROJECT

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



YOU ENVISIONED AND BROUGHT TO LIFE A PROJECT

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



YOU SAVED THE COMPANY TIME OR MONEY

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

YOU INCREASED EFFICIENCY, SALES, REVENUE, OR CUSTOMER SATISFACTION

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

YOU CHANGED OR IMPROVED SOMETHING

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

YOU MANAGED A TEAM

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



YOU SUPPORTED CUSTOMERS

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

YOU BROUGHT IN PARTNERS, FUNDING, OR RESOURCES

- Acquired
- Forged
- Navigated
- Negotiated
- Partnered
- Secured

YOU WERE A RESEARCH MACHINE

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

YOU WROTE OR COMMUNICATED

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





YOU OVERSAW OR REGULATED

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



YOU ACHIEVED SOMETHING

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