

ACTION VERBS FOR RESUMES

You increased efficiency/sales/revenue/customer satisfaction:

- Accelerated
- Achieved
- Advanced
- Amplified
- Boosted
- Capitalized
- Delivered
- Enhanced
- Expanded
- Expedited
- Furthered
- Gained
- Generated
- Improved
- Lifted
- Maximized
- Outpaced
- Promoted
- 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 envisioned/brought a project to life:

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

You achieved something:

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

You led a project:

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

You oversaw or regulated:

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

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

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 & resources:

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

You saved the company time or money:

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

ADJECTIVES FOR RESUMES

- able
- accurate
- active
- adept
- advantageous
- appreciable
- artful
- artistic
- avid
- beneficial
- broad
- capable
- careful
- challenging
- clever
- competent
- comprehensive
- conclusive
- confident
- conscientious
- consistent
- constructive
- continuous
- convenient
- cooperative
- creative
- decisive
- deft
- dependable
- diligent
- diplomatic
- discreet
- distinctive
- diverse
- effective
- efficient
- energetic
- enormous
- enthusiastic
- entire
- exceptional
- exhaustive
- expert
- extensive
- extreme
- familiar with
- far-sighted
- firm
- flexible
- foresighted
- friendly
- handy
- high
- highest
- high-level
- imaginative
- immense
- impressive
- incisive
- independent
- industrious
- influential
- informal
- innovative
- instrumental
- intensive
- inventive
- large
- liberal
- logical
- masterful
- mature
- methodical
- meticulous
- moderate
- motivated
- natural
- notable
- objective
- open-minded
- optimistic
- organized
- original
- outstanding
- painstaking
- patient
- perceptive
- persevering
- pioneering
- practical
- precise
- principal
- professional
- proficient
- profitable
- progressive
- proven
- prudent
- purposeful
- quick
- rational
- ready
- realistic
- relentless
- reliable
- resourceful
- responsible
- self-confident
- self-controlled
- sensible
- sensitive
- significant
- sincere
- skillful
- solid
- steady
- strong
- substantial
- successful
- supportive
- systematic
- tactful
- tenacious
- thorough
- uncommon
- understanding
- uniform
- uninhibited
- unique
- unusual
- useful
- varied
- verbal
- versatile
- wide