

Action Verbs for Résumés

<p>Led A Project</p> <ul style="list-style-type: none"> Administered Arranged Coordinated Delegated Headed Managed Monitored Navigated Operated Orchestrated Organized Oversaw Planned Prepared Produced Programmed Spearheaded <p>Started a Project</p> <ul style="list-style-type: none"> Built Charted Created Designed Developed Devised Founded Engineered Established Formalized Formed Implemented Incorporated Initiated Instituted Introduced Launched Pioneered Proposed <p>Increased Efficiency</p> <ul style="list-style-type: none"> Accelerated Achieved Advanced Amplified Boosted Capitalized Conserved Consolidated Decreased Deducted Delivered 	<ul style="list-style-type: none"> Enhanced Expanded Expedited Furthered Gained Generated Improved Increased Lifted Maximized Organized Outpaced Reconciled Reduced Saved Stimulated Sustained Yielded <p>Changed or Improved</p> <ul style="list-style-type: none"> Centralized Clarified Converted Customized Digitized Integrated Merged Modernized Modified Overhauled Redesigned Rehabilitated Remodeled Reorganized Replaced Restructured Revamped Revitalized Simplified Standardized Streamlined Strengthened Transformed Updated Upgraded <p>Worked on a Team</p> <ul style="list-style-type: none"> Aligned Collaborated Connected Cultivated 	<ul style="list-style-type: none"> Directed Enabled Facilitated Fostered Guided Hired Led Mentored Mobilized Motivated Partnered Recruited Shaped Supervised Supported Taught Trained Unified United <p>Researched or Analyzed</p> <ul style="list-style-type: none"> Analyzed Assembled Assessed Audited Calculated Compiled Discovered Evaluated Examined Explored Forecasted Identified Interpreted Interviewed Investigated Mapped Measured Modeled Projected Qualified Quantified Reported Surveyed Tested Tracked Verified Visualized 	<p>Communicated</p> <ul style="list-style-type: none"> Advised Advocated Authored Briefed Campaigned Coached Consulted Convinced Corresponded Counseled Critiqued Defined Documented Drafted Edited Educated Encouraged Fielded Illustrated Informed Lobbied Negotiated Outlined Persuaded Presented Promoted Publicized Recommended Resolved Reviewed Wrote <p>Achieved Something</p> <ul style="list-style-type: none"> Attained Completed Demonstrated Finished Earned Exceeded Outperformed Overcame Reached Showcased Succeeded Surpassed Targeted Won <hr/> <p style="text-align: center;">Adapted from <i>"185+ Action Verbs That Will Majorly Impress Hiring Managers,"</i> TheMuse.com 07/01/2022</p>
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