

Action Verbs

When writing a resume, it's important to avoid weak and passive verbs, stay away from business jargon or clichés and watch out for tired words and phrases. These faulty word choices can undermine the strength and effectiveness of your resume. Instead, make a point of using powerful action verbs and avoid overusing the same verbs. **Here is a list of powerful action verbs that you can use to improve the descriptions of your experiences and projects for your resume:**

Showcase Achievements

- Achieved
- Amplified
- Attained
- Capitalized
- Chaired
- Consolidated
- Deciphered
- Decreased
- Discerned
- Drove
- Enacted
- Endeavored
- Established
- Exceeded
- Founded
- Outperformed
- Overhauled
- Sharpened
- Shattered
- Sparked
- Spearheaded
- Steered
- Stimulated
- Streamlined
- Strengthened
- Supervised
- Surpassed

Explain Responsibilities

- Accelerated
- Accomplished
- Analyzed
- Assembled
- Built
- Charted
- Created
- Constructed
- Coordinated
- Delivered
- Developed
- Executed
- Expanded
- Facilitated
- Finalized
- Forged
- Guided
- Handled
- Headed
- Improved
- Increased
- Initiated
- Implemented
- Instituted
- Operated
- Organized
- Produced
- Reached
- Simplified
- Volunteered

Leadership and Management

- Advised
- Aligned
- Arranged
- Augmented
- Centralized
- Championed
- Cultivated
- Differentiated
- Directed
- Empowered
- Enabled
- Endorsed
- Enforced
- Ensured
- Forecasted
- Formalized
- Formed
- Fostered
- Furthered
- Hired
- Identified
- Implemented
- Integrated
- Leveraged
- Mentored
- Merged
- Motivated
- Orchestrated
- Optimized
- Predicted
- Reconciled
- Reduced
- Refocused
- Renovated
- Reorganized
- Replaced
- Resolved
- Restructured
- Revitalized
- Shaped
- Supervised
- Sustained
- Trained

Demonstrate Creative Leadership

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

Technical Expertise

- Adapted
- Advanced
- Architected
- Automated
- Built
- Calculated
- Coded
- Constructed
- Converted
- Debugged
- Deployed
- Designed
- Detected
- Developed
- Devised
- Diagnosed
- Discovered
- Engineered
- Enhanced
- Expedited
- Formulated
- Installed
- Launched
- Maintained
- Modified
- Networked
- Operated
- Overhauled
- Planned
- Programmed
- Remodeled
- Repaired
- Replaced
- Restored
- Rewrote
- Refined
- Solved
- Tested
- Troubleshoot
- Updated
- Upgraded

Express Your Communication Skills

- Briefed
- Campaigned
- Collaborated
- Composed
- Conveyed
- Convinced
- Documented
- Enlivened
- Instructed
- Performed
- Presented
- Promoted
- Spoke
- Trained