

Action verbs list for your resume

Action verbs to showcase accomplishments

The right action verbs can make your accomplishments sound more impactful. Here are some examples:

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

Action verbs to explain responsibilities

Here are some examples of action verbs that you can use when describing your previous roles and responsibilities:

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

Action verbs for creative experience

Here are some examples of power words you can use to describe your creative experience on a resume:

- Authored
- Brainstormed
- Communicated
- Conceptualised
- Curated
- Customised
- Derived
- Designed
- Diagrammed
- Drafted
- Edited
- Illustrated
- Imagined
- Influenced
- Inspired
- Intensified
- Modelled
- Proofread
- Published
- Redesigned
- Researched
- Strategized
- Storyboarded
- Translated
- Transformed
- Visualised
- Wrote

Action verbs for sales experience

These are some powerful words you can use to describe your sales experience:

- Acquired
- Boosted
- Captured
- Conserved
- Converted
- Earned
- Gained
- Generated
- Maximised
- Negotiated
- Outpaced
- Won
- Yielded

Action verbs to express communication skills

When used properly within a resume, the following words can help emphasise your communication skills:

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

Action verbs for leadership and management

It is important to avoid using clichés like "kick-started" or "helped" on your resume for leadership and management roles. Here are some words you can use:

- Advised
- Aligned
- Arranged
- Augmented
- Centralised
- Championed
- Cultivated
- Differentiated
- Directed
- Empowered
- Enabled
- Endorsed
- Enforced
- Ensured
- Forecasted
- Formalised
- Formed
- Fostered
- Furthered
- Hired
- Identified
- Implemented
- Integrated
- Leveraged
- Mentored
- Merged
- Motivated
- Orchestrated
- Optimised
- Predicted
- Reconciled

- Reduced
- Refocused
- Renovated
- Reorganised
- Replaced
- Resolved
- Restructured
- Revitalised
- Shaped
- Supervised
- Sustained
- Trained

Action verbs for experience with finance

Here are some compelling resume words you can use to describe your experience working as a finance professional:

- Audited
- Calculated
- Classified
- Collected
- Equalised
- Evaluated
- Dispensed
- Halted
- Investigated
- Lowered
- Maintained
- Minimised
- Recognised
- Secured

Action verbs for technical experience

Here are some examples of powerful verbs you can use on your resume or cover letter to describe your technical experience:

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