

500 Synonyms for Common Resume Power Verbs

If you're looking for the perfect word to describe your work experience and skills on your resume, you're sure to find it on our list of 500 synonyms for the most used power verbs.



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- One of the best ways to energize your resume is to use [power verbs](#). These are action words that convey *doing*, like “supervised,” “operated,” or “analyzed.”

These action words paint a more vivid picture of the accomplishments you have achieved. They also make your resume easier to read.

The problem is that most job seekers use the same old tired verbs that hiring managers have seen *again and again*.

For example, lots of resumes use verbs like “handled,” “worked with,” or “responsible for.” These verbs are vague and unclear, and they don’t really describe your accomplishments and what you’re truly capable of.

Even if you use the right kind of power verbs, you might get stuck using the same word multiple times when it would be better to mix it up with similar verbs.

It's time to get more creative!

In this article, we list 500 strong, exciting resume synonyms for commonly-used power verbs. By switching up the verbs you use on your resume, you’ll have a better chance of attracting the attention of recruiters and hiring managers.

To help you find just the right word to use on your resume, we’ve divided our list of synonyms into the following categories:

[Synonyms for Assisted](#)

[Synonyms for Managed](#)

[Synonyms for Developed](#)

[Synonyms for Created](#)

[Synonyms for Helped](#)

[Synonyms for Worked With](#)

[Synonyms for Led](#)

[Synonyms for Responsible For](#)

[Synonyms for Conducted](#)

[Synonyms for Oversaw](#)

[Synonyms for Prepared](#)

[Synonyms for Maintained](#)

[Synonyms for Worked On](#)

[Synonyms for Improved](#)

[Synonyms for Learned](#)

[Synonyms for Researched](#)

[Synonyms for Communicated](#)

[Synonyms for Collaborated](#)

[Synonyms for Volunteered](#)

[Synonyms for Provided](#)

[Synonyms for Ensured](#)

[Synonyms for Experience](#)

If you really want to create a resume that will give you the absolute best chance of landing a job interview, consider using Jobscan's [resume scanner](#).

This AI-powered software will scan your resume and compare it to the job description of the position you're applying for. The scanner will then provide you with a "match rate" as well as instructions on how to *improve* your match rate.

List of Synonyms for Resume Power Verbs

Using strong, compelling action words [on your resume](#) can make it more engaging to read as well as more informative.

Here is a comprehensive list of 500 resume synonyms, organized by commonly-used power verbs.

Synonyms for Assisted

Being good at [assisting](#) shows that you are organized, detail-oriented, and capable

of working productively with others.

Consider using one of the following synonyms for *assisted* on your resume:

Actualized

Facilitated

Aided

Fulfilled

Backed up

Helped

Collaborated

Influenced

Completed

Liaised

Coordinated

Operated

Developed

Performed

Encouraged

Prepared

Examined

Stimulated

Expedited

Trained

Examples of how to use synonyms for *assisted* on your resume:

"Aided the development team with coding projects, increasing productivity by 20%."

"Stimulated new collaborations between marketing and sales departments through the implementation of innovative strategies."

"Expedited the onboarding process of new employees, reducing the waiting time from two days to one day."

Want more synonyms for "Assisted"? See this list of [additional "Assisted" synonyms](#) we've compiled.

Synonyms for *Managed*

Showing that you have effectively managed teams or projects makes you an attractive job candidate in the eyes of potential employers.

Consider using one of the following synonyms for *managed* on your resume:

Administered	Instructed
Advised	Mentored
Approved	Mobilized
Assigned	Operated
Coached	Organized
Conducted	Piloted
Controlled	Presided
Cultivated	Produced
Delegated	Ran
Directed	Recruited
Enforced	Resolved
Executed	Restructured
Fielded	Scheduled
Furthered	Spearheaded
Handled	Steered
Hired	Strengthened
Improved	Supervised

Examples of how to use synonyms for *managed* on your resume:

“Supervised team of 5 employees in the customer service

department, ensuring all customer requests were fulfilled in a timely manner.”

“Administered employee onboarding processes and provided onsite training for new hires.”

“Spearheaded the launch of a new product line, resulting in an increase of 25% in revenue for the company.”

Want more synonyms for “Managed”? See this list of additional [“Managed” synonyms](#) we’ve compiled. For the present tense, see this list of [“Manage” synonyms](#).

Synonyms for *Developed*

Development skills are valuable in any industry, as they allow employees to quickly [develop strategies](#) to help their company stay competitive.

Consider using one of the following synonyms for *developed* on your resume:

Accelerated	Enacted
Achieved	Enhanced
Amplified	Exceeded
Boosted	Expedited
Completed	Finished
Converted	Generated
Decreased	Implemented
Demonstrated	Initiated
Earned	Launched

Managed	Sparked
Outpaced	Started
Overcame	Stimulated
Pioneered	Strengthened
Raised	Surpassed
Revamped	Trailblazed
Sharpened	Upgraded

Examples of how to use synonyms for *developed* on your resume:

"Pioneered a comprehensive software solution that streamlined customer service operations, resulting in a 20% increase in customer satisfaction."

"Generated several new marketing strategies to increase the customer base by 25%."

"Revamped existing customer service policies and procedures, leading to a 25% increase in customer satisfaction ratings."

Synonyms for *Created*

Having creative skills on your resume demonstrates that you are able to think outside the box, solve problems, and come up with innovative solutions.

Consider using one of the following synonyms for *created* on your resume:

Adopted	Assembled
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Built	Illustrated
Completed	Initiated
Computed	Inspired
Conceived	Integrated
Conserved	Invented
Converted	Made
Curated	Mobilized
Deployed	Modified
Designed	Outlined
Developed	Planned
Directed	Published
Drafted	Rebuilt
Employed	Restored
Enhanced	Revitalized
Exerted	Set up
Fashioned	Structured
Forged	Translated
Formulated	Wrote

Examples of how to use synonyms for *created* on your resume:

"Formulated innovative strategies to reduce operational costs by 25% without compromising the quality of service."

"Designed a customer loyalty program, resulting in an increase in repeat business."

"Conceived a marketing plan for a new product line, resulting in increased sales by 15%."

Looking for more synonyms for "Created"? See this list of [additional "created" synonyms](#) we've compiled.

Synonyms for *Helped*

Having a track record of helping others can demonstrate that you are a team player with strong communication and interpersonal skills.

Consider using one of the following synonyms for *helped* on your resume:

Administered	Implemented
Aided	Increased
Assessed	Initiated
Co-authored	Operated
Compiled	Performed
Contributed	Prepared
Counseled	Reduced
Enabled	Resolved
Enhanced	Scheduled
Examined	Supported
Facilitated	Trained
Fulfilled	Upgraded

Examples of how to use synonyms for *helped* on your resume:

"Supported the CEO in maintaining their busy calendar by organizing meetings, calls, and other commitments."

"C counseled team members on best practices for achieving desired results."

"Enhanced customer service operations by streamlining processes and reducing average response times from 3 days to 1 day."

Synonyms for *Worked With*

Being able to work with others shows that you can communicate effectively, focus on a common goal, and resolve conflicts in a productive manner.

Consider using one of the following synonyms for *worked with* on your resume:

Blended	Interceded
Built	Maneuvered
Communicated	Melded
Contributed	Merged
Effect ed	Negotiated
Engaged	Participated
Facilitated	Partnered
Furthered	Reinforced
Helped	Teamed

Examples of how to use synonyms for *worked with* on your resume:

"Partnered with company leadership to streamline operations and reduce costs by 10%."

"Engaged in team-building activities to foster an environment of collaboration and productivity."

"Merged diverse teams of professionals to develop groundbreaking products and services for industry-leading employers."

Synonyms for *Led*

Leadership skills include being able to take charge, motivate, facilitate change, problem-solve, and guide others.

Consider using one of the following synonyms for *led* on your resume:

Advanced	Improved
Advocated	Instructed
Arranged	Mentored
Cultivated	Oversaw
Delegated	Processed
Developed	Programmed
Directed	Recommended
Empowered	Reorganized
Guided	Streamlined
Hosted	Supervised

Taught

Trained

Examples of how to use synonyms for *led* on your resume:

"Hosted weekly team meetings to align goals, communicate progress and assign tasks."

"Mentored underprivileged students in basic algebra, reading, and writing for two years as a volunteer at the local community center."

"Empowered a team of five to develop and implement an efficient workflow system that improved employee morale by 10%."

Synonyms for *Responsible For*

Showing that you are good at being responsible demonstrates that you have the capacity to take ownership of tasks, handle difficult situations, and be accountable for results.

Consider using one of the following synonyms for *responsible for* on your resume:

Accumulated

Coordinated

Administered

Demonstrated

Audited

Directed

Classified

Enhanced

Collected

Exceeded

Conceptualized

Generated

Helmed	Presided
Improved	Ran
Led	Regulated
Navigated	Revitalized
Officiated	Spearheaded
Oversaw	Standardized

Examples of how to use synonyms for *responsible for* on your resume:

"Officiated numerous corporate events, including conferences and seminars, ensuring adherence to protocols and regulations."

"Conceptualized a new customer-service protocol to improve customer satisfaction and reduce complaints."

"Navigated complex financial systems to ensure accurate and timely payments for vendors."

Synonyms for *Conducted*

Conducting skills include being able to handle or arrange an event, project, process, or interview.

Consider using one of the following synonyms for *conducted* on your resume:

Accomplished	Cataloged
Actualized	Classified
Administered	Compiled

Completed	Implemented
Controlled	Investigated
Developed	Organized
Elected	Performed
Empowered	Presided
Examined	Promoted
Executed	Realized
Fulfilled	Regulated
Governed	Screened
Handled	Supervised

Examples of how to use synonyms for *conducted* on your resume:

"Executed the development of new web applications to improve customer satisfaction and facilitate online purchases."

"Presided over corporate board meetings and delegated tasks to team members."

"Supervised a team of five customer service representatives in responding to customer inquiries, resolving complaints, and managing customer accounts."

Synonyms for *Oversaw*

Showing that you have the ability to manage people and resources, define goals, and take action will make you a more valuable job candidate.

Consider using one of the following synonyms for *oversaw* on your resume:

Administered	Led
Appointed	Mediated
Captained	Moderated
Chaired	Motivated
Controlled	Orchestrated
Delivered	Presided
Directed	Prioritized
Evaluated	Regulated
Executed	Reviewed
Governed	Shaped
Guided	Spearheaded
Headed	Supervised
Inspected	Surveyed

Examples of how to use synonyms for *oversaw* on your resume:

“Moderated the development of a new database system for tracking client information.”

“Guided new employees through onboarding processes and provided ongoing training sessions.”

“Directed daily operations of the retail store, ensuring efficiency and accuracy.”

Synonyms for *Prepared*

It's important to show potential employers that you have [time management skills](#) and can plan, organize, and manage a project from start to finish.

Consider using one of the following synonyms for *prepared* on your resume:

Adapted	Integrated
Adjusted	Mobilized
Allocated	Processed
Arranged	Qualified
Converted	Redesigned
Deployed	Rehearsed
Distributed	Strengthened
Furnished	Transferred

Examples of how to use synonyms for *prepared* on your resume:

"Deployed new CRM system to streamline customer service processes, resulting in a 20% increase in customer satisfaction ratings."

"Rehearsed and presented sales pitches to potential clients, effectively demonstrating product features and benefits."

"Processed customer orders for a high-volume catalog, ensuring accuracy and timely delivery."

Synonyms for *Maintained*

Showing that you can keep up with tasks and duties that are assigned to you will make you an attractive job candidate in any field.

Consider using one of the following synonyms for *maintained* on your resume:

Automated	Presided
Balanced	Reconstructed
Consolidated	Regulated
Controlled	Rejuvenated
Correlated	Remedied
Delegated	Restored
Facilitated	Reviewed
Governed	Scheduled
Operated	Sustained
Patched	Tightened

Examples of how to use synonyms for *maintained* on your resume:

"Scheduled weekly meetings with sales teams to review performance metrics."

"Regulated production process to ensure efficient workflow and promote quality control."

"Sustained an effective workflow in a customer service role, completing more than 100 customer inquiries per day."

Synonyms for *Worked On*

Showing that you are good at working on things gives hiring managers an idea of what kind of employee you could be and how well you work in a team environment.

Consider using one of the following synonyms instead of *worked on*:

Activated	Inspired
Applied	Interceded
Built	Liaised
Communicated	Maneuvered
Concerted	Negotiated
Converted	Operated
Dealt	Prompted
Effectuated	Pursued
Expedited	Recommended
Formulated	Stimulated
Furthered	Suggested
Handled	Undertook

Examples of how to use synonyms for *worked on* when writing your resume:

"Operated point-of-sale system to handle customer orders quickly."

"Converted client data from Excel spreadsheets into a web-based platform, significantly streamlining workflow and improving accuracy."

"Negotiated favorable contracts with vendors to secure cost savings for the company."

Synonyms for *Improved*

Employers want to hire candidates who can identify areas for improvement and take action to implement change.

Consider using one of the following synonyms for *improved* on your resume:

Amended	Refined
Augmented	Rehabilitated
Centralized	Renovated
Corrected	Reorganized
Enhanced	Repaired
Fixed up	Revamped
Integrated	Streamlined
Merged	Transformed
Modernized	Upgraded

Examples of how to use synonyms for *improved* on your resume:

"Modernized an inefficient process for tracking customer requests, resulting in a more streamlined approach to customer service."

"Upgraded network infrastructure to improve the reliability and security of corporate data."

"Renovated a customer database system, implementing new software and improving existing processes for greater efficiency."

Synonyms for *Learned*

Employers often seek candidates who are able to learn quickly and effectively, take on new challenges, and [develop new skills](#).

Consider using one of the following synonyms for *learned* on your resume:

Analyzed	Diagnosed
Assessed	Discovered
Audited	Established
Checked	Examined
Classified	Explored
Collected	Forecasted
Compiled	Gathered
Critiqued	Inspected
Designed	Interpreted
Determined	Invented

Investigated	Solved
Mapped	Studied
Mastered	Summarized
Modeled	Systematized
Probed	Tested
Proved	Tracked
Quantified	Uncovered
Reviewed	Verified

Examples of how to use synonyms for *learned* on your resume:

"Discovered new cost-saving strategies to reduce operational costs by 10% and improved efficiency through system optimization."

"Mastered software development tools to successfully design and implement web applications for various clients."

"Interpreted company policies and procedures to ensure compliance with regulations and standards."

Synonyms for *Researched*

Good research skills show that you are able to go beyond the surface of a problem and uncover more information about it.

Consider using one of the following synonyms for *researched* on your resume:

Analyzed	Assessed
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Consulted	Measured
Evaluated	Probed
Examined	Quantified
Explored	Reviewed
Forecasted	Scrutinized
Identified	Studied
Inquired	Surveyed
Inspected	Tested
Investigated	Tracked

Examples of how to use synonyms for *researched* on your resume:

“Analyzed customer needs to identify areas of improvement in product design and service delivery.”

“Studied human resource management principles, policies, and procedures while working as an intern with ABC Corporation.”

“Identified client needs while managing a team of 10 employees.”

Synonyms for *Communicated*

Employers rely on people who can communicate effectively, both verbally and in writing, to ensure that their company runs smoothly.

Consider using one of the following synonyms for *communicated* on your resume:

Advised	Explained
Arbitrated	Formulated
Authored	Imparted
Briefed	Informed
Circulated	Interpreted
Clarified	Issued
Collaborated	Lobbied
Conducted	Mediated
Conveyed	Negotiated
Convinced	Performed
Counseled	Presented
Declared	Propagated
Directed	Proposed
Disclosed	Released
Disseminated	Revealed
Drafted	Spoke
Encouraged	Trained
Enlisted	Translated

Examples of how to use synonyms for *communicated* on your resume:

“Disseminated research findings to university faculty and students through oral presentations, poster displays, and publication in academic journals.”

"Interpreted customer needs and quickly developed creative solutions to resolve their issues."

"Proposed a customer loyalty program that reduced customer churn by 20%."

Synonyms for *Collaborated*

Showing a history of successful collaborations allows employers to see that you can handle the responsibility of working as part of a team.

Consider using one of the following synonyms for *collaborated* on your resume:

Advised	Guided
Aided	Helped
Associated	Inspired
Coached	Joined
Combined	Married
Contributed	Melded
Cooperated	Merged
Corresponded	Negotiated
Educated	Participated
Encouraged	Partnered
Expedited	Pooled
Facilitated	Regulated
Fostered	Represented
Furthered	Supported

Teamed

Volunteered

Trained

Wove

Examples of how to use synonyms for *collaborated* on your resume:

"Contributed to the development of a new customer service strategy, increasing satisfaction by 10% over a 9-month period."

"Fostered an effective working relationship between departments to ensure efficiency in organizational projects."

"Helped with customer service duties such as taking orders, answering inquiries, and resolving complaints."

Synonyms for *Volunteered*

Volunteering can provide evidence of your strong work ethic, problem-solving abilities, and team-building capacity.

Consider using one of the following synonyms for *volunteered* on your resume:

Engaged

Joined

Enlisted

Offered

Enrolled

Registered

Entered

Signed up

Inducted

Tendered

Initiated

Examples of how to use synonyms for *volunteered* on your resume:

"Enlisted as an intern in ABC Company to gain hands-on experience with the newest technologies in the industry."

"Signed up for a volunteer position at a local shelter, providing administrative support and assisting the organization with pet adoption events."

"Enrolled in an advanced accounting course to gain a deeper knowledge of financial reporting and analysis."

Synonyms for *Provided*

Demonstrating your ability to provide to customers, employers, and other stakeholders will help demonstrate your value as an employee.

Consider using one of the following synonyms for *provided* on your resume:

Acquired	Furnished
Arranged	Gained
Boosted	Generated
Capitalized	Maximized
Catered	Negotiated
Completed	Partnered
Dealt	Produced
Delivered	Rigged
Expanded	Set up
Forged	Supplied

Examples of how to use synonyms for *provided* on your resume:

"Delivered weekly reports to management on the progress of projects and initiatives."

"Produced marketing materials for a new product launch, resulting in increased sales and improved customer satisfaction."

"Supplied customer service assistance to a wide range of clients, resolving issues quickly and efficiently."

Synonyms for *Ensured*

Showing that you can ensure things demonstrates your commitment to meeting expectations and delivering results.

Consider using one of the following synonyms for *ensured* on your resume:

Accomplished	Guaranteed
Achieved	Inflated
Affirmed	Lifted
Authorized	Made sure
Certified	Minimized
Curtailed	Monitored
Decreased	Propelled
Delegated	Reviewed
Earned	Secured
Enforced	Verified

Examples of how to use synonyms for *ensured* on your resume:

"Enforced workplace safety regulations, making certain that all personnel operated machinery in accordance with company policy."

"Verified the accuracy of financial documents and accounts payable/receivable."

"Guaranteed customer satisfaction and successful resolution of all complaints in a timely manner as a customer service representative."

Synonyms for *Experienced*

Experience in a resume refers to the range of skills, knowledge and abilities that you have acquired throughout their career.

Consider using one of the following synonyms for *experienced* on your resume:

Accomplished

Practiced

Adept

Proficient

Competent

Qualified

Credentialed

Seasoned

Familiar with

Skilled

Mastered

Trained

Examples of how to use synonyms for *experienced* on your resume:

"Proficient in Microsoft Office Suite, with advanced knowledge of Excel and Word."

"Credentialed in EMDR therapy, with a track record of successful outcomes."

"Adept at leading teams and working collaboratively to achieve project goals."



Frequently Asked Questions About Resume Power Verbs

What are resume power verbs?

Resume power verbs are words that describe an *action*, such as “achieved,” “spearheaded,” or “delivered.”

These types of words pack a punch and help to demonstrate your experience, skills, and accomplishments in a way that is clear and concise.

Why should I use power words on my resume?

Using power words to describe your [work experience](#) is an excellent way to grab the attention of potential employers and stand out from other candidates.

Power words not only convey a positive message about your capabilities and expertise, but they show how you successfully accomplished your goals.

What words should I avoid using on my resume?

You should avoid using “buzzwords” or overly technical jargon that might confuse recruiters. Always strive to make your resume clear and easily understood.

Additionally, try not to use cliches such as “results-driven” or “team player,” as these are overused and unconvincing to potential employers.

Instead, focus on providing specific, concrete examples of your skills and accomplishments that demonstrate the value you can bring to an organization.

How do I know if I've used resume power verbs?

Once you have completed your resume, take a step back and review it as if you were an employer.

Look for verbs that are strong and descriptive. These verbs should help your accomplishments stand out and be easily understood by the reader.

If you find yourself using a lot of weak verbs or simply stating what you did without adding any emphasis, then it's time to go back and add some different power verbs.

What are the top skills and keywords in your industry?

Power verbs are a great opportunity to incorporate the top skills and keywords for your industry into your resume. Many of these skills and keywords can be found in the job description of the position you are applying for.

Be sure to research what words are important in your field, and then use them appropriately throughout your resume.

To fully optimize your resume try using Jobscan's resume scanner. This tool uses AI

technology to analyze your resume and compare it to the job description. After scanning you'll receive a "match rate" and tips for *improving* your match rate.

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