# **185 Powerful Verbs That Will Make Your Resume Awesome**

By The Daily Muse Editor, January 07, 2014

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| **You Led a Project**  If you were in charge of a project or initiative from start to finish, skip “led” and instead try: | | |
| 1. Chaired  2. Controlled  3. Coordinated  4. Executed | 5. Headed  6. Operated  7. Orchestrated  8. Organized | 9. Oversaw  10. Planned  11. Produced  12. Programmed |

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| **You Envisioned and Brought to Life a Project**  And if you actually developed, created, or introduced that project into your company? Try: | | |
| 13. Administered  14. Built  15. Charted  16. Created  17. Designed  18. Developed  19. Devised | 20. Founded  21. Engineered  22. Established  23. Formalized  24. Formed  25. Formulated  26. Implemented | 27. Incorporated  28. Initiated  29. Instituted  30. Introduced  31. Launched  32. Pioneered  33. Spearheaded |

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| **You Saved the Company Time or Money**  Hiring managers love candidates who’ve helped a team operate more efficiently or cost-effectively. To show just how much you saved, try: | | |
| 34. Conserved  35. Consolidated  36. Decreased | 37. Deducted  38. Diagnosed  39. Lessened | 40. Reconciled  41. Reduced  42. Yielded |

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| **You Increased Efficiency, Sales, Revenue, or Customer Satisfaction**  Along similar lines, if you can show that your work boosted the company’s numbers in some way, you’re bound to impress. In these cases, consider: | | |
| 43. Accelerated  44. Achieved  45. Advanced  46. Amplified  47. Boosted  48. Capitalized  49. Delivered | 50. Enhanced  51. Expanded  52. Expedited  53. Furthered  54. Gained  55. Generated | 56. Improved  57. Lifted  58. Maximized  59. Outpaced  60. Stimulated  61. Sustained |

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| **You Changed or Improved Something**  So, you brought your department’s invoicing system out of the Stone Age and onto the interwebs? Talk about the amazing changes you made at your office with these words: | | |
| 62. Centralized  63. Clarified  64. Converted  65. Customized  66. Influenced  67. Integrated  68. Merged  69. Modified  70. Overhauled | 71. Redesigned  72. Refined  73. Refocused  74. Rehabilitated  75. Remodeled  76. Reorganized  77. Replaced  78. Restructured  79. Revamped | 80. Revitalized  81. Simplified  82. Standardized  83. Streamlined  84. Strengthened  85. Updated  86. Upgraded  87. Transformed |

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| **You Managed a Team**  Instead of reciting your management duties, like “Led a team…” or “Managed employees…” show what an inspirational leader you were, with terms like: | | |
| 88. Aligned  89. Cultivated  90. Directed  91. Enabled  92. Facilitated  93. Fostered  94. Guided | 95. Hired  96. Inspired  97. Mentored  98. Mobilized  99. Motivated  100. Recruited  101. Regulated | 102. Shaped  103. Supervised  104. Taught  105. Trained  106. Unified  107. United |

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| **You Brought in Partners, Funding, or Resources**  Were you “responsible for” a great new partner, sponsor, or source of funding? Try: | | |
| 108. Acquired  109. Forged  110. Navigated | 111. Negotiated  112. Partnered  113. Secured |  |

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| **You Supported Customers**  Because manning the phones or answering questions really means you’re advising customers and meeting their needs, use: | | |
| 114. Advised  115. Advocated  116. Arbitrated | 117. Coached  118. Consulted  119. Educated | 120. Fielded  121. Informed  122. Resolved |

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| **You Were a Research Machine**  Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words: | | |
| 123. Analyzed  124. Assembled  125. Assessed  126. Audited  127. Calculated  128. Discovered  129. Evaluated | 130. Examined  131. Explored  132. Forecasted  133. Identified  134. Interpreted  135. Investigated  136. Mapped | 137. Measured  138. Qualified  139. Quantified  140. Surveyed  141. Tested  142. Tracked |
| **You Wrote or Communicated**  Was writing, speaking, lobbying, or otherwise communicating part of your gig? You can explain just how compelling you were with words like: | | |
| 143. Authored  144. Briefed  145. Campaigned  146. Co-authored  147. Composed  148. Conveyed  149. Convinced | 150. Corresponded  151. Counseled  152. Critiqued  153. Defined  154. Documented  155. Edited  156. Illustrated | 157. Lobbied  158. Persuaded  159. Promoted  160. Publicized  161. Reviewed |

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| **You Oversaw or Regulated**  Whether you enforced protocol or managed your department’s requests, describe what you really did, better, with these words: | | |
| 162. Authorized  163. Blocked  164. Delegated  165. Dispatched  166. Enforced | 167. Ensured  168. Inspected  169. Itemized  170. Monitored  171. Screened | 172. Scrutinized  173. Verified |

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| **You Achieved Something**  Did you hit your goals? Win a coveted department award? Don’t forget to include that on your resume, with words like: | | |
| 174. Attained  175. Awarded  176. Completed  177. Demonstrated  178. Earned | 179. Exceeded  180. Outperformed  181. Reached  182. Showcased  183. Succeeded | 184. Surpassed  185. Targeted |