

Responsible for...

Most [resume bullet points](#) start with the same words. Frankly, the same tired old words hiring managers have heard over and over—to the point where they’ve lost a lot of their meaning and don’t do much to [show off your awesome accomplishments](#).

So, let’s get a little more creative, shall we? Next time you [update your resume](#), switch up a few of those common words and phrases with strong, compelling action verbs that will catch hiring managers’ eyes.

No matter what duty or accomplishment you’re trying to show off, we’ve got just the verb for you. Check out the list below, and get ready to make your resume way more exciting.

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

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

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

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

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

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

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

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

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

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

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

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