

DRIVING FORWARD ACTION VERBS GUIDE



Action Verbs Overview

Action verbs make resume more dynamic and impactful. These verbs help highlight your skills and achievements. They show the reader not just what you did, but how you did it.

Leverage action verbs to convey your initiative, maturity, and effectiveness. Using strong action verbs in the following categories helps to make your resume more compelling. The result is a resume that highlights your achievements and responsibilities in a way that is both clear and impactful.

1. **Leadership and Management:** These verbs highlight your ability to take charge of projects, teams, and tasks. These verbs show that you can lead and manage effectively. Pro tip: avoided using the verb “led” which is overused.

Examples: Administered, Chaired, Coordinated, Cultivated, Directed, Executed, Fostered, Guided, Managed, Mentored, Organized, Produced, Recruited, Spearheaded, Trained

2. **Communication:** These verbs demonstrate your ability to convey ideas, information, and decisions clearly and effectively.

Examples: Advocated, Authored, Campaigned, Documented, Drafted, Edited, Persuaded, Presented, Publicized, Wrote

3. **Created:** These verbs highlight examples where you created or development something in an organization

Examples: Built, Created, Conceptualized, Designed, Established, Engineered, Founded, Implemented, Initiated, Invented, Launched

4. **Technical and Analytical:** These verbs are essential for technical and analytical roles, highlighting your ability to work with data, systems, and processes.

Examples: Analyzed, Calculated, Diagnosed, Evaluated, Engineered, Implemented, Programmed, Researched, Tested, Troubleshoot

Action Verbs (Continued)

5. **Problem-Solving:** These verbs emphasize your capability to identify issues and implement effective solutions.

Examples: Addressed, Adjusted, Corrected, Enhanced, Improved, Modernized, Mitigated, Optimized, Rehabilitated, Refined, Reorganized, Resolved, Solved, Upgraded

6. **Sales and Marketing:** These verbs are suited for roles in sales and marketing, showcasing your ability to influence, persuade, and drive business growth.

Examples: Acquired, Advertised, Boosted, Closed, Drove, Marketed, Negotiated, Promoted, Secured, Signed, Sold

7. **Customer Service:** These verbs highlight your ability to interact with customers and provide effective service

Examples: Advised, Advocated, Coached, Delivered, Educated, Facilitated, Fielded, Guided, Recommended, Resolved

8. **Financial:** These verbs are ideal for roles in finance, emphasizing your skills in managing and analyzing financial resources.

Examples: Allocated, Analyzed, Audited, Budgeted, Calculated, Forecasted, Invested, Managed, Reconciled, Reduced.

9. **Project Management:** These verbs are crucial for demonstrating your ability to manage projects from inception to completion.

Examples: Authorized, Delegated, Delivered, Ensured, Executed, Facilitated, Implemented, Itemized, Launched, Managed, Organized, Prioritized

10. **Training and Development:** These verbs are useful for roles that involve teaching, mentoring, or developing others.

Examples: Coached, Developed, Educated, Enabled, Enhanced, Facilitated, Guided, Instructed, Mentored, Taught, Trained

Action Verbs (continued)

11. **Research:** These verbs are key for roles that involve in-depth research and analysis.

Examples: Analyzed, Assessed, Compiled, Examined, Forecasted, Investigated, Measured, Modeled, Researched, Studied, Surveyed, Tested

12. **Operational:** These verbs demonstrate your ability to manage and improve operational processes and systems.

Examples: Assembled, Automated, Benchmarked, Implemented, Improved, Maintained, Monitored, Operated, Processed, Produced, Streamlined

Additional Resources

For more resources and suggestions:

- Review resources and blogs at The Muse (themuse.com)
- Ask a generative AI tool like Gemini or ChatGPT for several action verbs for a descriptive bullet on your resume.