

By The Daily Muse Editor, 2014

<http://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

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 | 5. Headed | 9. Oversaw |
| 2. Controlled | 6. Operated | 10. Planned |
| 3. Coordinated | 7. Orchestrated | 11. Produced |
| 4. Executed | 8. Organized | 12. Programmed |

You Envisioned and Brought to Life a Project

And if you actually developed, created, or introduced that project into your company? Try:

- | | | |
|------------------|-----------------|------------------|
| 13. Administered | 20. Founded | 27. Incorporated |
| 14. Built | 21. Engineered | 28. Initiated |
| 15. Charted | 22. Established | 29. Instituted |
| 16. Created | 23. Formalized | 30. Introduced |
| 17. Designed | 24. Formed | 31. Launched |
| 18. Developed | 25. Formulated | 32. Pioneered |
| 19. Devised | 26. Implemented | 33. Spearheaded |

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 | 37. Deducted | 40. Reconciled |
| 35. Consolidated | 38. Diagnosed | 41. Reduced |
| 36. Decreased | 39. Lessened | 42. Yielded |

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 | 50. Enhanced | 57. Lifted |
| 44. Achieved | 51. Expanded | 58. Maximized |
| 45. Advanced | 52. Expedited | 59. Outpaced |
| 46. Amplified | 53. Furthered | 60. Stimulated |
| 47. Boosted | 54. Gained | 61. Sustained |
| 48. Capitalized | 55. Generated | |
| 49. Delivered | 56. Improved | |

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 | 71. Redesigned | 80. Revitalized |
| 63. Clarified | 72. Refined | 81. Simplified |
| 64. Converted | 73. Refocused | 82. Standardized |
| 65. Customized | 74. Rehabilitated | 83. Streamlined |
| 66. Influenced | 75. Remodeled | 84. Strengthened |
| 67. Integrated | 76. Reorganized | 85. Updated |
| 68. Merged | 77. Replaced | 86. Upgraded |
| 69. Modified | 78. Restructured | 87. Transfor |
| 70. Overhauled | 79. Revamped | |

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 | 93. Fostered | 98. Mobilized |
| 89. Cultivated | 94. Guided | 99. Motivated |
| 90. Directed | 95. Hired | 100. Recruited |
| 91. Enabled | 96. Inspired | 101. Regulated |
| 92. Facilitated | 97. Mentored | 102. Shaped |

103. Supervised

105. Trained

107. United

104. Taught

106. Unified

You Brought in Partners, Funding, or Resources

Were you “responsible for” a great new partner, sponsor, or source of funding? Try:

108. Acquired

110. Navigated

112. Partnered

109. Forged

111. Negotiated

113. Secured

You Supported Customers

Because manning the phones or answering questions really means you’re advising customers and meeting their needs, use:

114. Advised

117. Coached

120. Fielded

115. Advocated

118. Consulted

121. Informed

116. Arbitrated

119. Educated

122. Resolved

You Were a Research Machine

Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:

123. Analyzed

130. Examined

137. Measured

124. Assembled

131. Explored

138. Qualified

125. Assessed

132. Forecasted

139. Quantified

126. Audited

133. Identified

140. Surveyed

127. Calculated

134. Interpreted

141. Tested

128. Discovered

135. Investigated

142. Tracked

129. Evaluated

136. Mapped

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

147. Composed

151. Counseled

144. Briefed

148. Conveyed

152. Critiqued

145. Campaigned

149. Convinced

153. Defined

146. Co-authored

150. Corresponded

154. Documented

155. Edited

158. Persuaded

161. Reviewed

156. Illustrated

159. Promoted

157. Lobbied

160. Publicized

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

166. Enforced

170. Monitored

163. Blocked

167. Ensured

171. Screened

164. Delegated

168. Inspected

172. Scrutinized

165. Dispatched

169. Itemized

173. Verified

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

178. Earned

182. Showcased

175. Awarded

179. Exceeded

183. Succeeded

176. Completed

180. Outperformed

184. Surpassed

177. Demonstrated

181. Reached

185. Targe



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