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

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.

**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

**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

**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

**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

**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

**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

**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

**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

**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

**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

**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