

Here's a quick-reference action verbs list, categorized according to difference scenarios, so you have a few powerful options to choose from when editing your resume. Let's look at the best action words to use in your resume:

1. You Led a New Initiative or Supervised a Team

Skip "managed," "led" and go for these action-packed verbs instead:

Authorized	Facilitated	Oversaw
Chaired	Headed	Orchestrated
Coordinated	Hired	Recruited
Directed	Implemented	Supervised
Executed	Mentored	Spearheaded

Good Examples of Using Action Verbs

Coordinated a 200-person fundraising event that brought in more than \$650k in contributions

Executed new employee onboarding initiative that led to increased productivity from new employees

2. Saving Time, Money, and Resources

Did you do something that decreased the money or manpower your employer spends on a certain task? Describe your amazing accomplishments using:

Calculated	Formulated	Negotiated

Consolidated	Fused	Overhauled
Conserved	Integrated	Revamped
Deducted	Lessened	Simplified
Devised	Merged	Standardized
Drafted	Modernized	Streamlined

Quick Examples of Using Action Verbs

Calculated average employee downtime to reduce factory labor costs

Simplified payment process to minimize abandoned shopping carts in XYZ ecommerce site

3. Increased Productivity, Sales, or Profits

Did you boost profits, increase sales, or enhance your team productivity? Use one of these powerful resume words on this action verbs list:

Accelerated	Enhanced	Heightened
Boosted	Expanded	Maximized
Capitalized	Fast-tracked	Outpaced
Crafted	Gained	Outdid or Outdone
Developed	Grow	Surpassed

Powerful Examples of Using Action Verbs

Capitalized on holiday shopping trends to sell \$15,000 worth of novelty gifts

Enhanced current pay-per-click campaign leading to \$27,000 product sales in two weeks

4. You Created a Product or Started a New Initiative

Did you build an innovative new product or launch a fresh strategy? Use one of these bold resume words on your resume:

Built	Established	Instituted
Designed	Founded	Launched
Devised	Formalized	Manufactured
Engineered	Generated	Shaped

Strong Examples of Using Action Verbs

Founded the Detroit Club of Stand-up Comedians and Improv Actors

Built the new inventory management database used to reduce surplus by 15%

5. Communicated with New Partners, Clients or Sponsors

Don't let your good people skills go unnoticed. Use these descriptive action words in your resume:

Acquired	Corresponded	Partnered
Campaigned	Joined	Persuaded
Combined	Lobbied	Petitioned
Convinced	Negotiated	Secured

Descriptive Examples of Action Verb Use

Secured new corporate sponsors for beach clean-up drive

Persuaded two major networks to become media partners for our fundraising event

6. You Trained Co-workers

Did you train new employees or your co-workers, perhaps? Show off your teaching skills with these action verbs:

Advised	Demonstrated	Initiated
Answered	Educated	Instituted
Coached	Empowered	Instructed
Cultivated	Lecture(d)	Trained

Educational Examples of Action Verbs

Advised new sales associates on responding to discount requests

Demonstrated correct use of accounting software for new payroll staff

7. You Research and Analyze Information

Are you good in crunching numbers and recognizing patterns? Can you sleuth out facts from fiction? One of these intelligent resume words from this action verbs lists will showcase your analytical skills:

Analyzed	Deduced	Investigated
Appraised	Discovered	Measured
Assessed	Explored	Quantified
Audited	Examined	Researched
Computed	Interpreted	Surveyed

Analytical Action Verb Use Examples

Examined the link between open rates and engagement to improve product sales

Analyzed customer purchase patterns to aide sales team in developing new marketing campaigns

8. Teamwork and Office Support

Administered	Encouraged	Recorded
Budgeted	Formalized	Ordered
Collaborated	Gathered	Repaired

Contributed	Liaised	Resolved
Cooperated	Manufactured	Started
Documented	Mediated	Volunteered

More Examples of Action Verb Use

Cooperated with client and account executives to deliver corporate logo a week before deadline

Administered the company's annual employee satisfaction survey with a response rate of 92%

Documented the company's product-naming procedure to standardize branding efforts across all product lines

Action Verbs and Power Words

Less is more when it comes to vying for a recruiter's attention through your resume. Using active voice and action words cuts down on your word count, while simultaneously improving your qualifications on paper.

So while revising your resume will take time, this is one powerful way to make sure you get called in for interviews without lying on your resume.

Need more help writing an awesome resume? Check out this compilation of [helpful resume tutorials](#) here on Envato Tuts+: