

POWERFUL ACTION VERBS

for your resume

You Led a Project:

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed

You Envisioned and Brought to Life a Project:

Administered
Built
Charted
Created
Designed
Developed
Devised
Founded
Engineered
Established
Formalized

You Saved the Company Time or Money:

Conserved
Consolidated
Decreased
Deducted
Diagnosed
Lessened
Reconciled
Reduced
Yielded

You Brought in Partners, Funding, or Resources:

Acquired
Forged
Navigated
Negotiated
Partnered
Secured

Formed
Formulated
Implemented
Incorporated
Initiated
Instituted
Introduced
Launched
Pioneered
Spearheaded

You Supported Customers:

Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved