

POWERFUL ACTION VERBS

for your resume



You Led a Project:

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

**You Brought in
Partners, Funding,
or Resources:**

- Acquired
- Forged
- Navigated
- Negotiated
- Partnered
- Secured

**You Envisioned and
Brought to Life
a Project:**

- Administered
- Built
- Charted
- Created
- Designed
- Developed
- Devised
- Founded
- Engineered
- Established
- Formalized
- Formed
- Formulated
- Implemented
- Incorporated
- Initiated
- Instituted
- Introduced
- Launched
- Pioneered
- Spearheaded

**You Saved the
Company Time or
Money:**

- Conserved
- Consolidated
- Decreased
- Deducted
- Diagnosed
- Lessened
- Reconciled
- Reduced
- Yielded

**You Supported
Customers:**

- Advised
- Advocated
- Arbitrated
- Coached
- Consulted
- Educated
- Fielded
- Informed
- Resolved