

ACTION WORDS

Led a Project

Chaired

Controlled

Coordinated

Executed

Headed

Operated

Orchestrated

Organized

Oversaw

Planned

Produced

Programmed

Chaired

Controlled

Coordinated

Executed

Headed

Operated

Orchestrated

Organized

Oversaw

Planned

Produced

Programmed

Organized

Envisioned and Brought a Project to Life

Administered

Built

Charted

Created

Designed

Developed
Devised
Founded
Engineered
Established
Formalized
Formed
Formulated
Implemented
Incorporated
Initiated
Instituted
Introduced
Launched
Pioneered
Spearheaded
Saved the Time or Money
Conserved
Consolidated
Decreased
Deducted
Diagnosed
Lessened
Reconciled
Reduced
Yielded
Conserved
Consolidated
Decreased
Deducted
Diagnosed
Lessened
Reconciled
Reduced
Yielded
Conserved

Consolidated

Decreased

Deducted

Diagnosed

Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Accelerated

Achieved

Advanced

Amplified

Boosted

Capitalized

Delivered

Enhanced

Expanded

Expedited

Furthered

Gained

Generated

Improved

Lifted

Maximized

Outpaced

Stimulated

Sustained

Changed or Improved Something

Centralized

Clarified

Converted

Customized

Influenced

Integrated

Merged

Modified

Overhauled

Redesigned
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Updated
Upgraded
Transformed

Managed a Team

Aligned
Cultivated
Directed
Enabled
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Recruited
Regulated
Shaped
Supervised
Taught
Trained

Unified
United
Brought in Partners, Funding, or Resources
Acquired
Forged
Navigated
Negotiated
Partnered
Secured
Supported Customers
Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved
Research, analysis, or fact-finding
Analyzed
Assembled
Assessed
Audited
Calculated
Discovered
Evaluated
Examined
Explored
Forecasted
Identified
Interpreted
Investigated

Mapped
Measured
Qualified
Quantified
Surveyed
Tested
Tracked

Wrote or Communicated

Authored
Briefed
Campaigned
Co-authored
Composed
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Defined
Documented
Edited
Illustrated
Lobbied
Persuaded
Promoted
Publicized
Reviewed

Oversaw or Regulated

Authorized
Blocked
Delegated
Dispatched
Enforced
Ensured
Inspected
Itemized

Monitored
Screened
Scrutinized
Verified
Achieved Something
Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Surpassed
Targeted