

CV/Resume Tools: Action Verbs

To create dynamic and convincing bullet points in your CV/resume, lead with an action verb that immediately tells the reader something important. We provided a brief, essential list of action verbs to draw from.

Accelerated	Delivered	Improved	Promoted
Accomplished	Demonstrated	Increased	Proved
Achieved	Designed	Initiated	Provided
Administered	Developed	Instructed	Purchased
Advised	Directed	Invented	Ran
Analyzed	Eliminated	Launched	Reduced
Appraised	Employed	Led	Reorganized
Appointed	Engineered	Maintained	Researched
Approved	Established	Managed	Resolved
Began	Evaluated	Maximized	Revamped
Bought	Examined	Modified	Revised
Built	Exceeded	Monitored	Saved
Canceled	Expanded	Motivated	Scheduled
Combined	Expedited	Negotiated	Secured
Completed	Finished	Obtained	Selected
Composed	Forecast	Optimized	Sold
Conceived	Formed	Originated	Solved
Conducted	Founded	Organized	Streamlined
Contracted	Generated	Performed	Structured
Controlled	Guided	Pioneered	Supervised
Coordinated	Headed	Planned	Taught
Created	Identified	Presented	Trained
Decreased	Implemented	Produced	Trimmed

Additional Resources

[185 Powerful Verbs that will Make Your Resume Awesome](#) (from *The Muse*)

[139 Action Verbs to Make Your Resume Stand Out](#) (from *Indeed Career Guide*)