

Resume Sample Action Verbs for...

Leading Others

Administered
Arranged
Coordinated
Directed
Executed
Delegated
Headed
Managed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed
Spearheaded

Creating Projects

Built
Charted
Created
Designed
Developed
Devised
Founded
Engineered
Established
Formed
Implemented
Incorporated
Instituted
Introduced
Launched
Pioneered

Supporting Others

Advised
Coached
Consulted
Educated
Informed

Increasing Productivity

Accelerated
Achieved
Advanced
Amplified
Boosted
Conserved
Consolidated
Decreased
Deducted
Delivered
Enhanced
Expanded
Furthered
Gained
Generated
Improved
Increased
Maximized
Reduced
Saved
Yielded

Making Improvements

Centralized
Converted
Integrated
Merged
Modernized
Modified
Overhauled
Redesigned
Remodeled
Reorganized
Replaced
Restructured
Revamped
Simplified
Standardized
Streamlined
Strengthened
Transformed

Managing a Team

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

Overseeing or Regulating

Dispatched
Enforced
Ensured
Inspected
Monitored
Screened
Verified

Achieving Goals

Attained
Completed
Demonstrated
Earned
Exceeded
Outperformed
Overcame
Reached
Showcased
Succeeded

Request an appointment with a Career Services Specialist [here!](#)

<https://www.triton.edu/students/career-services/career-services-interest-form/>

Source: The Muse (<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>)