



200 Resume Action Verbs to Showcase Your Impact

Strong resumes don't just list responsibilities, they demonstrate results. Use these action verbs to strengthen your resume, cover letter, LinkedIn profile, and interview responses. **Pro Tip: Pair action verbs with measurable outcomes whenever possible.**

Example:

- Managed employee onboarding
- Streamlined onboarding processes, reducing onboarding completion time by 30%.

Achieved	Directed	Implemented	Resolved	Accelerated	Negotiated
Acquired	Discovered	Improved	Restored	Accommodated	Observed
Adapted	Distributed	Increased	Restructured	Accomplished	Obtained
Administered	Drafted	Influenced	Revamped	Advocated	Operated
Advanced	Earned	Initiated	Reviewed	Aligned	Optimized
Advised	Edited	Innovated	Revitalized	Allocated	Organized
Analyzed	Educated	Inspected	Saved	Anticipated	Originated
Applied	Enabled	Installed	Scheduled	Appointed	Outlined
Approved	Encouraged	Integrated	Secured	Boosted	Oversaw
Arranged	Engineered	Interpreted	Selected	Championed	Participated
Assembled	Enhanced	Introduced	Simplified	Coached	Performed
Assessed	Established	Investigated	Solved	Converted	Planned
Assigned	Evaluated	Launched	Spearheaded	Delegated	Prepared
Assisted	Examined	Led	Standardized	Demonstrated	Presented
Attained	Executed	Leveraged	Streamlined	Deployed	Prioritized
Audited	Expanded	Maintained	Strengthened	Distinguished	Produced
Authored	Facilitated	Managed	Structured	Empowered	Programmed
Balanced	Forecasted	Maximized	Supervised	Enforced	Promoted
Built	Formulated	Mentored	Supported	Enriched	Proposed
Calculated	Generated	Minimized	Synthesized	Established	Provided
Captured	Guided	Mobilized	Taught	Elevated	Recommended
Chaired	Handled	Modeled	Tested	Eliminated	Reconciled
Clarified	Hired	Monitored	Trained	Energized	Recruited
Collaborated	Identified	Motivated	Transformed	Enforced	Reduced
Communicated	Illustrated	Navigated	Troubleshoot	Expanded	Reorganized
Compared	Impacted	Networked	Updated	Facilitated	Represented
Compiled	Improved	Operated	Upgraded	Fostered	Researched
Completed	Incorporated	Optimized	Validated	Generated	Restored
Composed	Increased	Organized	Verified	Guided	Revitalized
Conducted	Indexed	Originated	Won	Implemented	Saved
Consolidated	Influenced	Outlined	Wrote	Improved	Secured
Constructed	Informed	Oversaw	Accelerated	Increased	Simplified
Consulted	Inspected	Participated	Accommodated	Influenced	Solved
Coordinated	Inspired	Performed	Accomplished	Initiated	Spearheaded