150 CV Powerful Action Verbs to use in your Resume

Creative

Creativity in a role frequently involves generating new ideas or enhancing existing ones. Describe how you've accomplished both using words like:

Conceptualized	Customized	Designed
Generated	Ideated	Launched
Reviewed	Strategized	Transformed
Shaped	Sketched	Crafted
Drafted	Prototyped	Assembled

Research

Understanding what to search for and where to find it is essential when conducting research. Highlight your critical thinking and analytical abilities by using words like:

Analyzed	Assessed	Created
Developed	Discovered	Evaluated

Gathered	Improved	Measured
Compiled	Investigated	Surveyed
Examined	Explored	Audited

Negotiation

Identifying sales leads, building client or customer relationships, and closing deals all play a key role in a business's financial success. Describe how you've achieved these using words like:

Arranged	Cultivated	Demonstrated
Developed	Established	Originated
Secured	Strengthened	Updated
Leveraged	Collaborated	Spearheaded
Mediated	Arbitrated	Settled

Technical

Many roles demand technical or specialized expertise. Consider the core tasks unique to your position and choose action words that showcase your ability to perform those specific duties. Use the words below as a starting point:

Analyzed	Coded	Conducted
Developed	Diagnosed	Implemented
Modeled	Programmed	Reviewed
Optimized	Delivered	Updated
Designed	Engineered	Aggregated

Communications

Clear communication with individuals both within and outside your organization demonstrates your ability to interpret and share information—a valuable transferable skill. Highlight your communication skills with words like:

Clarified	Defined	Documented
Edited	Interviewed	Presented
Publicized	Translated	Wrote

Mediated	Interpreted	Reported
Conveyed	Delivered	Informed

Management/leadership

Leading a team is a significant responsibility, requiring you to manage everything from diverse personalities to strict deadlines. Showcase your leadership skills and the impact you've made using words like:

Administered	Coordinated	Directed
Executed	Hired	Initiated
Overhauled	Planned	Produced
Refined	Supervised	Trained
Guided	Helmed	Chaired

Impact

Besides finding words that capture your responsibilities, it's important to also highlight what you've accomplished in your previous roles. The sections below detail more general impact as well as impact in specific areas.

General impact

Tell a potential employer about the effect you've had with words that highlight how you changed something—a process or a task—and ideally created a better outcome:

Accomplished	Contributed	Enhanced
Generated	Improved	Increased
Renovated	Revamped	Streamlined
Produced	Earned	Influenced
Won	Realized	Acquired

Budgeting impact

When you're responsible for budgeting, a potential employer likely wants to know two things: how did you save money and how did you increase profits? Find words that communicate how you achieved one or both:

Decreased	Economized	Grew
Increased	Reduced	Saved
Prepared	Expanded	Improved
Managed	Balanced	Recovered

Audited	Boosted	Minimized

Project impact

Projects rely on timeliness, organization, and foresight. Show a potential employer how you impacted past projects—whether that meant contributing to its success or pushing it over the finish line—by choosing language that demonstrates problem solving and attention to detail:

Augmented	Boosted	Expanded
Grew	Prioritized	Strengthened
Optimized	Delivered	Managed
Executed	Captured	Transformed
Triaged	Coordinated	Steered

Customer impact

Strong customer relationships are the backbone of a good business. Explain how you cultivated new relationships and improved existing relationships to call attention to your impact in this area:

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Acquired	Fulfilled	Improved
Remedied	Resolved	Transformed
Captured	Increased	Engaged
Troubleshot	Ensured	Negotiated
Established	Assisted	Reached

Extra Tip

Add an adverb to qualify your impact.

Adverbs can help *qualify* your work, meaning that they express your impact in terms of degree—not data. While it's not necessary to pair every action word with an adverb (or word that modifies a verb), it can be useful in places if you want to highlight a success. For example, instead of ***organized* you can say *successfully organized* or *proactively organized.***