

Action Verbs for CVs/resumes

30 Examples of Fresh Resume Action Verbs

Accelerated	Formalized
Advocated	Generated
Amplified	Investigated
Authored	Mentored
Centralized	Mobilized
Charted	Negotiated
Counseled	Outpaced
Critiqued	Outperformed
Cultivated	Pioneered
Devised	Publicized
Dispatched	Remodeled
Enabled	Spearheaded
Engineered	Transformed
Expedited	Undertook
Forecasted	United

Extracted from Nevins, Molly
(2020). 400+ Resume Action
Words (Plus 100 Power Verbs
Recruiters Love to See) from
[https://www.jobscan.co/blog/re
sume-action-words/](https://www.jobscan.co/blog/resume-action-words/)

Examples of Industry-Specific Action Verbs

Published	Defended
Coded	Proofread
Programmed	Transcribed

People Management Action Verbs

Advocated	Inspired
Coached	Instructed
Counseled	Mentored
Cultivated	Motivated
Directed	Oversaw
Educated	Shaped
Enabled	Supervised
Fostered	Supported
Guided	Taught
	Trained

Creation Action Verbs

Extracted from Nevins, Molly (2020). 400+ Resume Action Words (Plus 100 Power Verbs Recruiters Love to See) from <https://www.jobscan.co/blog/resume-action-words/>

Authored	Engineered
Built	Established
Composed	Forged
Conceived	Formulated
Conceived	Founded
Conceptualized	Initiated
Constructed	Invented
Crafted	Originated
Designed	Outlined
Devised	Produced

Teamwork Action Verbs

Blended	Joined
Co-authored	Married
Collaborated	Merged
Cooperated	Partnered
Coproduced	Teamed (up)
Forged	United
Gathered	Wove

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Worker Action Verbs

Actualized	Accomplished
Implemented	Administered
Performed	Operated
Executed	Completed
Realized	Developed
Enforced	Prepared
Fulfilled	Organized

Goal Achievement Action Verbs

Accomplished	Expedited
Accelerated	Generated
Achieved	Grew
Advanced	Improved
Amplified	Lifted
Boosted	Managed
Completed	Maximized
Converted	Outpaced

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Created	Produced
Delivered	Raised
Enacted	Reached
Enhanced	Saved
Expanded	Stimulated

Good example of the use action verbs according to the STAR Method: Conceptualized and spearheaded a new blog initiative that united engineers, designers and writers, generating over 3 million organic sessions and introducing over 1 million unique users to the website.

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