



CAREER STAFFING SERVICES

100+ ACTION VERBS TO ENHANCE YOUR RESUME

Does your resume lack eye-catching words that will grab an employer's attention? Then you need to implement action verbs to help set your resume apart from everyone else!

Action verbs are words that describe an action and can show off a more clearer image of what you are putting into words. If you are trying to replace a commonly used word with a more uncommon word, then this list has you covered. We will go over some frequently used actions and what alternative words you can use that will be an attention grabber.

You Led a Project

- Instead of "led" or "managed" use these words instead:

Chaired; Controlled; Coordinated; Operated; Headed; Orchestrated; Organized; Planned; Produced; Directed; Mentored; Facilitated; United; Unified; Supervised; Guided; Recruited; Trained; Fostered; Enabled; Shaped; Delegated; Enforced; Dispatched; Authorized; Monitored; Verified; Implemented; Spearheaded

You Saved the Company Time or Money

- Employers love seeing examples of people being cost-efficient. While "saved" is all right, try these instead:

Conserved; Decreased; Deducted; Reduced; Consolidated; Lessened; Reconciled; Audited; Lowered; Minimized

TALK TO US

(501-801-8061

jobs@cssar.com

VISIT US

9756 Maumelle blvd

North Little Rock, AR

72113

You Increased Revenue, Efficiency or Customer Satisfaction

- Similarly to the previous point, employers love people that can boost company numbers. Use these words:

Achieved; Advanced; Boosted; Capitalized; Delivered; Enhanced; Expanded; Gained; Generated; Improved; Maximized; Sustained; Negotiated; Converted

You Changed or Improved Something

- Have you changed a company's filing system or improved accessibility and saved time? For positive changes, use these words:

Improved; Converted; Centralized; Modified; Merged; Integrated; Redesigned; Reorganized; Replaced; Remodeled; Restructured; Refined; Revamped; Revitalized; Overhauled; Updated; Upgraded; Transformed; Simplified; Streamlined; Strengthened; Standardized; Shaped; Implemented; Established

You Supported Customers

- A lot goes into customer service and you are meeting their needs. Use: Advised; Advocated; Arbitrated; Consulted; Resolved; Informed; Coached; Educated; Fielded; Counseled; Mentored

You Researched

- Did your previous job have you analyze and fact find? Instead of "researched," use:

Analyzed; Assessed; Discovered; Evaluated; Identified; Forecasted; Investigated; Examined; Tracked; Surveyed

You Communicated

- Are you in an industry that heavily relies on communication? Use compelling words such as:

Campaigned; Conveyed; Convinced; Counseled; Corresponded; Authored; Publicized; Promoted; Persuaded; Defined

You Met Goals

- Meeting benchmarks, receiving awards and hitting goals are important to have on a resume. Make sure to include these words:

Achieved; Attained; Awarded; Outperformed; Exceeded; Earned; Reached; Surpassed; Succeeded; Reached; Completed; Targeted; Demonstrated