

RESUME ACTION VERBS AND PHRASES

These verbs and phrases can be used to create more interest in your resume. Once you are interviewing, some of your material on your resume will be the foundation of your interview. Prepare yourself for your interview by creating true stories that demonstrate the skills in your resume. Steps 1 through 4 in my Latest book, *Expect Success! The Science Of The Over 50 Career Search*, discussed the steps required to create an effective resume.

These verbs and phrases have been separated by level of position (executive job searches, professional and sales job searches); but they are by no means mutually exclusive. Feel free to draw from each list as needed.

Obviously, every field has its own jargon, so this list is not complete. The purpose is to give you a start that will help you remember more specific action verbs that apply to your experience.

The convention in resume writing is to write your sentences in the third person past tense as if you were describing someone else's experience, even your current experience, and then drop the pronouns. You will note that these verbs are written in the past tense.

Executive Search Action Verbs

Accelerated	Augmented	Charted
Achieved	Authored	Cleared
Acquired	Awarded	Closed
Added	Balanced	Coached
Administered	Built	Collaborated
Analyzed	Captured	Communicated
Appraised	Catapulted	Competed
Assimilated	Chaired	Compiled
Assumed	Challenged	Completed
Assured	Championed	Composed
Conceived	Deployed	Engineered
Conceptualized	Developed	Enhanced
Conducted	Devised	Ensured
Consolidated	Directed	Established
Consulted	Distinguished	Evaluated
Converted	Diversified	Exceeded
Coordinated	Divested	Executed
Counseled	Downsized	Expanded
Created	Dreamed/Dreamt	Experienced
Cut	Drove	Finalized
Defined	Eliminated	Financed
Delivered	Engaged	Finessed

Focused	Invested	Oversaw
Found	Launched	Partnered
Founded	Led	Performed
Funded	Leveraged	Pioneered
Generated	Licensed	Planned
Grasped	Linked	Positioned
Guided	Loaned	Possessed
Honed	Managed	Powered
Identified	Marketed	Practiced
Imagined	Maximized	Prepared
Immersed	Mentored	Presided
Implemented	Merged	Procured
Improved	Modified	Promoted
Increased	Motivated	Proposed
Indicated	Negotiated	Protected
Initiated	Operated	Provided
Instituted	Opposed	Purchased
Integrated	Optimized	Raised
Interacted	Orchestrated	Realigned
Interfaced	Organized	Rebuilt
Introduced	Outsourced	Received
Recognized	Redesigned	Refinanced
Recommended	Reduced	Refined
Regulated	Repositioned	
Renegotiated	Represented	
Reorganized	Retained	
Researched	Sold	Transformed
Resolved	Solidified	Transitioned
Responded	Spearheaded	Translated
Restored	Streamlined	Utilized
Restructured	Strengthened	Ventilated
Revised	Stretched	Vetted
Saved	Supported	Warehoused
Secured	Sustained	Worked
Selected	Transferred	

Executive Phrases

Assessed corporate financial structure
 Asset-based lending facility
 Asset management
 Best practices
 Business development
 Business divestiture

Business transformation
 Capital acquisition
 Capital restructuring
 Change management
 Competitive product positioning
 Continuous process improvement

Contract negotiations
 Corporate startup
 Corporate turnaround
 Cost improvement
 Cost rationalization
 Created stakeholder value
 Creditor negotiation
 Crisis management
 Disciplined execution
 Due diligence
 E-commerce licensing
 Equity private placement
 Expense efficiencies
 Financial restructuring
 Global strategies
 High-performance organizations
 Human capital
 Improved bottom-line profitability
 Improved customer experience
 Improved employee engagement
 Improved value proposition

Increased profitability by percentage
 Key vendor contracts
 Market penetration
 Merger management
 New product/service and technology launch
 Operational readiness
 Organizational alignment
 Organizational efficiency
 Pay for performance incentives
 Positive liquidity
 Pricing strategy
 Quarterly earnings calls
 Raised \$X million in new venture funding
 Reduced operating costs
 Significant market opportunities
 Strategic imperatives
 Strategic leadership
 Strategic planning
 Successful IPO
 Succession planning
 Value creation strategies

Professional Talent and Sales Search Action Verbs

Accompanied
 Accomplished
 Accounted
 Acted
 Added
 Addressed
 Administered
 Admitted
 Advanced
 Advised
 Advocated
 Agreed
 Aligned
 Allocated
 Analyzed
 Applied
 Assembled
 Assessed

Assigned
 Assimilated
 Assisted
 Assumed
 Assured
 Attained
 Audited
 Authored
 Awarded
 Badge
 Balanced
 Based
 Benchmarked
 Blended
 Bracketed
 Branded
 Bound
 Bridged

Briefed
 Buffered
 Built
 Calculated
 Captured
 Cared
 Carried
 Certified
 Chaired
 Challenged
 Championed
 Changed
 Charted
 Clarified
 Classified
 Cleared
 Closed
 Coached

Coded
Collaborated
Collected
Combined
Commanded
Compared
Compiled
Completed
Composed
Computerized
Conceived
Conceptualized
Conducted
Consolidated
Documented
Doubled/Tripled
Downsized
Drafted
Dreamed/Dreamt
Drove
Dug
Employed
Enabled
Endured
Gained
Gathered
Generated
Graded
Graduated
Grasped
Grew
Guided
Handled
Heated
Hired
Identified
Ignited
Imaged
Imagined
Immersed
Implemented
Improved
Incorporated
Increased
Indicated
Initiated

Constructed
Consulted
Contributed
Controlled
Converted
Cooked
Coordinated
Counseled
Created
Customized
Cut
Danced
Deciphered
Decreased
Engaged
Engineered
Enhanced
Established
Estimated
Evaluated
Exceeded
Expanded
Extracted
Facilitated
Injected
Integrated
Introduced
Incubated
Invested
Joined
Laminated
Launched
Leased
Led (not the metal
“lead”)
Linked
Listened
Loaned
Located
Maintained
Managed
Manufactured
Marched
Marketed
Mentored
Merchandized

Defined
Delighted
Delivered
Demonstrated
Designed
Determined
Developed
Discovered
Dispatched
Displaced
Disposed
Distinguished
Distributed
Diversified
Finalized
Financed
Finessed
Forced
Forecasted
Found
Founded
Functioned

Merged
Modified
Monitored
Motivated
Moved
Multiplied
Networked
Obtained
Offered
Opened
Operated
Opposed
Optimized
Orchestrated
Ordered
Organized
Outperformed
Packaged
Participated
Performed
Piloted
Pioneered

Planned
Pointed
Posted
Powered
Prepared
Proposed
Prospected
Proved
Provided
Published
Punctuated
Purchased
Qualified
Raised
Rationalized
Reacted
Reassessed
Rebuilt
Recognized
Recommended
Recruited
Reduced
Re-engineered
Reflected
Remodeled
Removed
Repaired
Reported
Represented
Researched
Restored
Retained
Returned
Revamped
Reviewed
Revised
Revitalized
Rezoned
Rinsed
Sampled
Saved
Searched
Scoured
Screened
Secured
Selected

Presented
Presided
Priced
Prioritized
Processed
Served
Shortened
Simmered
Simplified
Simulated
Skilled
Sold
Sought
Sourced
Specialized
Spent
Stirred
Stored
Streamlined
Stretched
Structured
Supervised
Supported
Sustained
Targeted
Tasked
Teamed
Terminated
Tested
Tracked
Trained
Transferred
Transitioned
Tuned
Turned
Utilized
Verified
Warehoused
Weighed
Willed
Wrote

Procured
Produced
Programmed
Promoted

Professional Talent and Sales Phrases

Achieved ambitious goals
Best practices initiatives
Brand awareness
Client focused
Cohesive, cross-functional team
Cold calling
Compensation analysis
Consistently X percent of goal
Consultative selling
Continuous process improvement
Creative client sourcing
Customer penetration
Due diligence
Employee engagement
Exceeded expectations
Execution of concept
Grew territory revenues X percent
Improved client experience by...
Increased growth and profitability
Investment community
Key business metrics
Lead generation
Lean continuous improvement
Long-term company growth
Maintained high employee retention
Market research
Merger and acquisition
Mission critical
Outstanding performance
Performance metrics
Reduced employee attrition
Reported sales metrics
Sales pipeline development
Six Sigma
Solution-based selling
Strategic sales positioning
Strategy development
Working capital