

Action Verbs Hiring Managers Want to See

Management and Leadership Action Verbs-

Try to avoid using generic verbs like led or managed.

| | | | | | |
|--------------|-------------|-------------|------------|-------------|-----------|
| Administered | Assigned | Authorized | Coached | Coordinated | Initiated |
| Developed | Directed | Empowered | Enabled | Enforced | Operated |
| Established | Facilitated | Guided | Headed | Implemented | Organized |
| Overhauled | Oversaw | Streamlined | Supervised | Presided | |

Creative Action Verbs-

| | | | | | |
|-----------|-----------|----------|-------------|-----------|--------------|
| Adapted | Authored | Composed | Conceived | Curated | Designed |
| Directed | Drafted | Edited | Illustrated | Performed | Photographed |
| Proofread | Published | Revised | Translated | Wrote | |

Teamwork Action Verbs-

| | | | | | |
|------------|--------------|-----------|-------------|--------------|------------|
| Aided | Assisted | Coached | Co-Authored | Collaborated | Cooperated |
| Coproduced | Fostered | Helped | Joined | Melded | Merged |
| Motivated | Participated | Partnered | Supported | Trained | |

Communication Action Verbs-

| | | | | | |
|-----------|-------------|--------------|-----------|------------|-----------|
| Addressed | Authored | Corresponded | Critiqued | Documented | Edited |
| Explained | Interpreted | Instructed | Lectured | Lobbied | Performed |
| Persuaded | Presented | Promoted | Proposed | Spoke | Wrote |

Goal Achievement Action Verbs-

| | | | | | |
|--------------|--------------|-----------|----------|-----------|-----------|
| Accomplished | Achieved | Attained | Boosted | Completed | Delivered |
| Exceeded | Expanded | Grew | Improved | Maximized | Raised |
| Reached | Strengthened | Surpassed | | | |

Research/ Analysis Action Verbs-

| | | | | | |
|----------|------------|------------|-----------|--------------|----------|
| Analyzed | Assessed | Collected | Diagnosed | Evaluated | Examined |
| Explored | Forecasted | Gathered | Inspected | Investigated | Mapped |
| Measured | Reported | Researched | Studied | Surveyed | Tested |

Accounting/ Finance Action Verbs-

| | | | | | |
|----------|------------|-----------|-----------|-----------|------------|
| Adjusted | Analyzed | Appraised | Assessed | Audited | Balanced |
| Budgeted | Calculated | Converted | Estimated | Evaluated | Forecasted |
| Invested | Measured | Projected | Qualified | Reduced | Researched |

Technical Action Verbs-

| | | | | | |
|-----------|----------|-------------|------------|------------|----------|
| Coded | Computed | Constructed | Debugged | Deployed | Designed |
| Developed | Devised | Diagnosed | Engineered | Maintained | Modified |
| Networked | Operated | Programmed | Tested | Updated | Upgraded |

Avoid Overused Action Verbs-

| | | | | | |
|-------------|-----------------|---------|-----|----------|--|
| Worked with | Responsible for | Managed | Led | Assisted | |
|-------------|-----------------|---------|-----|----------|--|

Be Specific as possible-

Being specific is the best way to paint a clear picture of what you've accomplished in your past work experience.

One way to be specific is to use numbers. Another way is to use action verbs. Using both numbers and action verbs together is even more powerful.

Look at the three examples below and see how each example becomes more detailed, specific, and compelling.

Good: Led a team of designers, engineers, and writers in the creation of a new blog series that resulted in over 1 million unique users visiting the site.

Better: Spearheaded a new blog initiative that united engineers, designers, and writers and introduced over 1 million unique users to the site.

Even Better: 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.