

IMPRESUMES

Action Verbs for Résumés & Professional Profiles

The list of Verbs below have been broken out into categories to make selecting the best very a little easier, but don't let the assigned category limit you. You can and *should* use any verb that communicates just how awesome you are.

LEADERSHIP

Accelerated	Cooperated	Headed	Presided
Acted	Decided	Incorporated	Prioritized
Achieved	Dedicated	Influenced	Ratified
Adjudicated	Devised	Initiated	Satisfied
Appointed	Directed	Instituted	Secured
Approved	Displayed	Insured	Sought
Assumed	Drove	Intervened	Spearheaded
Attained	Earmarked	Invented	Steered
Began	Engaged	Launched	Strengthened
Bolstered	Ensured	Led	Succeeded
Captained	Established	Liaised	Surpassed
Certified	Forged	Managed	Transformed
Chaired	Furthered	Ordered	Traveled
Collaborated	Founded	Organized	Upheld
Commanded	Galvanized	Originated	Volunteered
Completed	Governed	Oversaw	Won
Conceptualized	Guaranteed	Pioneered	

EDUCATION & DEVELOPMENT

Adapted	Explained	Listened	Performed
Coached	Entertained	Informed	Presented
Considered	Facilitated	Instilled	Stimulated
Critiqued	Familiarized	Instructed	Taught
Demonstrated	Focused	Integrated	Trained
Described	Helped	Interpreted	Transmitted
Drew	Hosted	Introduced	Tutored
Educated	Illustrated	Lectured	

IMPRESUMES

PEOPLE MANAGEMENT

Administered	Enforced	Motivated	Screened
Advised	Enlisted	Prevented	Set goals
Advocated	Exposed	Promoted	Selected
Aided	Fostered	Recommended	Shared
Assigned	Guided	Recognized	Sourced
Assisted	Handled	Recruited	Sponsored
Authorized	Hired	Referred	Stabilized
Cared for	Individualized	Rehabilitated	Staffed
Counseled	Interviewed	Reinforced	Supervised
Delegated	Involved	Relocated	Supported
Developed	Joined	Resolved	Terminated
Documented	Judged	Revamped	Transitioned
Empowered	Leveraged	Reviewed	Unified
Enabled	Mediated	Scheduled	United
Encouraged	Mentored		

FINANCE & DATA ANALYSIS

Adjusted	Controlled	Formulated	Re-evaluated
Allocated	Corrected	Gathered	Reported
Analyzed	Compared	Identified	Researched
Appraised	Detected	Inspected	Retrieved
Assessed	Determined	Investigated	Saved
Audited	Diagnosed	Located	Searched
Balanced	Evaluated	Measured	Solved
Calculated	Examined	Modeled	Studied
Classified	Exceeded	Projected	Surveyed
Collected	Experimented	Reconciled	Validated
Compiled	Explored	Recorded	Verified
Conserved	Extracted	Reduced	

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PROCESS & PROJECT MANAGEMENT

Adapted	Defined	Invented	Replaced
Aligned	Delivered	Mapped	Reserved
Altered	Distributed	Manufactured	Restored
Amalgamated	Eliminated	Merged	Restructured
Arranged	Enhanced	Modernized	Revitalized
Categorized	Estimated	Monitored	Routed
Centralized	Executed	Observed	Scoped
Charted	Expanded	Obtained	Served
Closed	Expedited	Optimized	Set up
Combined	Filed	Piloted	Simplified
Complied	Filtered	Planned	Shaped
Commenced	Forecasted	Prepared	Standardized
Condensed	Formalized	Processed	Streamlined
Conducted	Fulfilled	Produced	Structured
Consolidated	Funded	Provided	Submitted
Consulted	Generated	Purchased	Supplied
Contracted	Handled	Rationalized	Synchronized
Converted	Implemented	Redistributed	Synthesized
Coordinated	Improved	Registered	Systematized
Crafted	Increased	Reorganized	Updated
Created			

COMMUNICATION

Addressed	Contacted	Emphasized	Proposed
Advertised	Conveyed	Expressed	Publicized
Answered	Convinced	Furnished	Responded
Arbitrated	Contributed	Interacted	Revised
Articulated	Corresponded	Interpreted	Solicited
Attracted	Debated	Marketed	Specified
Authored	Discussed	Moderated	Spoke
Briefed	Disseminated	Negotiated	Suggested
Clarified	Drafted	Outlined	Summarized
Communicated	Edited	Participated	Translated
Composed	Elicited	Persuaded	Wrote
Conferred			

IMPRESUMES

TECHNOLOGY & SYSTEMS

Adapted	Customized	Installed	Remodeled
Architected	Debugged	Logged	Repaired
Assembled	Deployed	Maintained	Replaced
Automated	Designed	Modified	Resolved (issues)
Built	Determined	Operated	Restored
Cataloged	Developed	Overhauled	Simulated
Coded	Engineered	Printed	Specialized
Computed	Fabricated	Programmed	Standardized
Conserved	Fashioned	Rectified	Tested
Constructed	Fortified	Re-designed	Upgraded
Converted	Inspected	Regulated	Utilized