

AN ALPHABET SOUP OF ACTION VERBS FROM A TO Z

SPICE UP YOUR RESUME. STIR IN SOME ATTENTION-GETTING WORDS.

A

Accelerated ~ Accredited ~ Accrued ~ Activated ~ Added ~ Aided ~ Alleviated
Amplified ~ Analyzed ~ Appointed ~ Architected ~ Assessed ~ Attained

B

Balanced ~ Beat ~ Benchmarked ~ Bestowed ~ Blended ~ Bolstered ~ Boosted
Brainstormed ~ Branded ~ Braved ~ Briefed ~ Broadened ~ Built ~ Bundled

C

Captained ~ Catapulted ~ Challenged ~ Championed ~ Changed ~ Collaborated
Combatted ~ Commenced ~ Compiled ~ Conceived ~ Consolidated ~ Curtailed

D

Decreased ~ Defined ~ Delivered ~ Devised ~ Designated ~ Designed
Differentiated ~ Digitalized ~ Discovered ~ Doubled ~ Drafted ~ Drove

E

Earned ~ Elevated ~ Enacted ~ Energized ~ Evolved ~ Enforced ~ Enhanced
Ensured ~ Eradicated ~ Established ~ Evaluated ~ Exceeded ~ Expedited

F

Facilitated ~ Filled ~ Finalized ~ Finished ~ Flagged ~ Flourished ~ Focused
Forecasted ~ Formalized ~ Formed ~ Formulated ~ Fulfilled ~ Functioned

G

Gained ~ Galvanized ~ Garnered ~ Gathered ~ Gauged ~ Generated ~ Gleaned
Googled ~ Governed ~ Graduated ~ Granted ~ Grasped ~ Grew ~ Guided

H

Halted ~ Handled ~ Harmonized ~ Hastened ~ Headed ~ Heightened
Helmed ~ Helped ~ Highlighted ~ Hired ~ Honed ~ Hosted ~ Hunted

I

Ideated ~ Identified ~ Ignited ~ Implemented ~ Improved ~ Inched ~ Increased
Influenced ~ Initiated ~ Innovated ~ Inspired ~ Instigated ~ Invented

J/K

Joined ~ Judged ~ Juggled ~ Jumped ~ Justified ~ Kept ~ Kindled ~ Knocked

L

Landed ~ Lauded ~ Launched ~ Leaped (or Leapt) ~ Lectured ~ Led ~ Lessened
Leveraged ~ Liaised ~ Lifted ~ mLinked ~ Lobbied ~ Localized ~ Located ~ Lowered

M

Managed ~ Mandated ~ Mapped ~ Marketed ~ Masterminded ~ Maximized ~ Minimized
Mitigated ~ Modernized ~ Mobilized ~ Monetized ~ Multiplied

N

Named ~ Navigated ~ Neared ~ Necessitated ~ Negated ~ Negotiated ~ Networked
Nominated ~ Normalized ~ Noticed ~ Notified ~ Nurtured

O

Observed ~ Obtained ~ Offered ~ Opened ~ Optimized ~ Orchestrated ~ Originated
Outperformed ~ Outsourced ~ Oversaw ~ Overturned

P

Parachuted ~ Participated ~ Penetrated ~ Perfected ~ Performed ~ Pinpointed
Pioneered ~ Pivoted ~ Positioned ~ Predicted ~ Prevented ~ Propelled ~ Pushed

Q/R

Qualified ~ Quelled ~ Quizzed ~ Rallied ~ Ranked ~ Rationalized ~ Recouped ~ Reduced
Refreshed ~ Renowned ~ Repositioned ~ Revamped ~ Revived

S

Saved ~ Scaled ~ Scrutinized ~ Shifted ~ Shortened ~ Simplified ~ Skyrocketed ~ Solved
Stabilized ~ Strategized ~ Streamlined ~ Synchronized ~ Systemized

T

Tackled ~ Teamed ~ Thwarted ~ Tightened ~ Took ~ Tracked ~ Trained ~ Transformed
Transitioned ~ Triggered ~ Trimmed ~ Tripled ~ Turned

U/V

Uncovered ~ Undertook ~ Unearthed ~ Unified ~ United ~ Untangled ~ Upgraded
Utilized ~ Validated ~ Ventured ~ Verified ~ Visualized ~ Vitalized

W-Z

Warranted ~ Watched ~ Weaved ~ Weighed ~ Widened ~ Wielded ~ Withstood ~ Won
Worked ~ Wrote ~ Yielded ~ Zeroed in ~ Zoomed

EXAMPLES:

- ✓ Resurrected underperforming team—doubled productivity and slashed lost work time 42%.
- ✓ Hiring a professional resume writer is an investment with tremendous ROI.
- ✓ Championed \$2M product launch of ABC Widget; hit #2 in category sales in first 30 days.
- ✓ Propelled annual revenue from \$2M to \$20M via enterprise-wide business restructure.
- ✓ Filled sales pipeline with 100 new clients totalling \$3M in new business in 3 months.
- ✓ Skyrocketed sales by 200% or \$1.5M after adding online sales channel to website.
- ✓ Ranked #1 in market share in all 5 product categories—a company first.
- ✓ Named Leader of the Year 2020 for 99.8% employee satisfaction score.

This is just the beginning. Need More Ideas???

RIGHT CLICK in Word on a verb for a pop-up list of synonyms.

Go to www.thesaurus.com for an extensive list of synonyms.