

# 30-Minute Resume Refresh

with Sho Dewan



## Best Action Verbs

Your resume is much more than a recap of all your professional experiences in one page. Instead, it's meant to be a marketing document that sells you as the right candidate for that specific role! And one of the best ways to sell yourself is to use impactful action verbs that gives your resume the "oomph" you deserve!

We want to stay away from:

- Responsible for...
- Tasked with...
- In charge of...

And go with strong action verbs that better describe your accomplishments. Here's a list of action verbs in alphabetical order that I love and recommend to my clients.

These are in past tense because we typically write about accomplishments and experiences that happened in the past. If you are writing bullet points related to your current role or project, use the present tense instead!

- |                |                 |
|----------------|-----------------|
| 1. Accelerated | 13. Executed    |
| 2. Achieved    | 14. Generated   |
| 3. Automated   | 15. Grew        |
| 4. Built       | 16. Implemented |
| 5. Coached     | 17. Increased   |
| 6. Completed   | 18. Launched    |
| 7. Coordinated | 19. Led         |
| 8. Delegated   | 20. Managed     |
| 9. Delivered   | 21. Negotiated  |
| 10. Deployed   | 22. Reduced     |
| 11. Developed  | 23. Spearheaded |
| 12. Enhanced   | 24. Surpassed   |
|                | 25. Transformed |

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- Follow me on LinkedIn: [Sho Dewan](#)
- Follow me on [Instagram](#), [TikTok](#), and [YouTube](#): @workhap
- And to work with me and my team for your job search and career support: go to our website here: [www.workhap.com](http://www.workhap.com)

Rooting for you, my friend!