Recruiters often see the same basic words on resumes such as 'led,' 'responsible for,' or 'managed.' These words are so common that they don’t always show what you actually accomplished. To make your resume stand out, use stronger action verbs and phrases that clearly highlight your skills and contributions.

**When you created or wrote something...**

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Instituted, Integrated, Introduced, Invented, Modeled, Modiﬁed, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solve.

**When you were a research machine...**

Analyzed, Clarified, Collected, Compared, Conducted, Critiqued, Detected, Determined, Diagnosed, Evaluated, Examined, Experimented, Explored, Extracted, Formulated, Gathered, Identified, Inspected, Interpreted, Interviewed, Invented, Investigated, Located, Measured, Organized, Researched, Reviewed, Searched, Solved, Summarized, Surveyed, Systematized.

**When you managed a project or group...**

Accomplished, Administered, Advanced, Analyzed, Appointed, Approved, Assigned, Attained, Authorized, Chaired, Considered, Consolidated, Contracted, Controlled, Converted, Coordinated, Decided, Delegated, Developed, Directed, Eliminated, Emphasized, Enforced, Enhanced, Established, Executed, Generated, Handled, Headed, Hired, Hosted, Improved, Incorporated, Increased, Initiated, Inspected, Instituted, Led, Managed, Merged, Motivated, Navigated, Organized, Originated, Overhauled, Oversaw, Planned, Presided, Prioritized, Produced, Recommended, Reorganized, Replaced, Restored, Reviewed, Scheduled, Secured, Selected, Streamlined, Strengthened, Supervised, Terminated.

**When numbers and figures (data) are your thing...**

Administered, Adjusted, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Budgeted, Calculated, Computed, Conserved, Controlled, Corrected, Decreased, Determined, Developed, Estimated, Forecasted, Managed, Marketed, Measured, Netted, Planned, Prepared, Programmed, Projected, Qualified, Reconciled, Reduced, Researched, Retrieved.

**When you creatively brought an idea to life...**

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Modeled, Modified, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solved.

**When you helped with a project...**

Adapted, Advocated, Aided, Answered, Arranged, Assessed, Assisted, Clarified, Coached, Collaborated, Contributed, Cooperated, Counseled, Demonstrated, Diagnosed, Educated, Encouraged, Ensured, Expedited, Facilitated, Familiarized, Furthered, Guided, Helped, Insured, Intervened, Motivated, Prevented, Provided, Referred, Rehabilitated, Represented, Resolved, Simplified, Supplied, Supported, Volunteered.

**When you needed to explain technical expertise...**

Adapted, Applied, Assembled, Built, Calculated, Computed, Conserved, Constructed, Converted, Debugged, Designed, Determined, Developed, Engineered, Fabricated, Fortified, Installed, Maintained, Operated, Overhauled, Printed, Programmed, Rectified, Regulated, Remodeled, Repaired, Replaced, Restored, Solved, Specialized, Standardized, Studied, Upgraded, Utilized.

**When you were the teacher...**

Adapted, Advised, Clarified, Coached, Communicated, Conducted, Coordinated, Critiqued, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Focused, Guided, Individualized, Informed, Installed, Instructed, Motivated, Persuaded, Simulated, Stimulated, Taught, Tested, Trained, Transmitted, Tutored.